



**University of Peradeniya
Faculty of Engineering**

Vacancy for the post of Management Assistant

Applications are invited from Dynamic & Energetic persons for the Post of Management Assistant for Postgraduate Duties at the Faculty of Engineering, University of Peradeniya, Peradeniya.

Qualifications:

- (1) Should have passed G.C.E.(O/L) Examination in six subjects at one sitting with credit passes in
 - i) Sinhala/ Tamil
 - ii) English Language / English Literature
 - iii) Mathematics&
Should have passed all subjects at G.C.E.(A/L) examination (Other than the common general paper) at one sitting (Pass in 3 subjects under the old syllabus at one sitting would be sufficient)
- (2) Should have following qualifications and experiences :
 - (a) Part Qualification in AAT/ CA, Sri Lanka, CIMA or ACCA or any other professional body or relevant accountancy degree. Prior experience in accounting field is an added advantage.
 - (b) Two years of experience in the use of computer application packages
 - (c) Good communication skills

Age Limit:

Between 18 years not more than 30 years

Terms of Employment:

The Appointment will be made on **Contract Basis** for a period of **one year** with **ETF & UPF** benefits.

Remuneration:

Salary: Basic Rs. 30,725.00 +Cost of Living (Rs.7800.00)

Apply with complete CV and contact information giving names of two non-related Referees, one of whom should be a previous employer on or before **24th May 2022**, to Senior Assistant Registrar, Faculty of Engineering, University of Peradeniya, Peradeniya.

For further information, please contact on 0812393305
Senior Assistant Registrar / Faculty of Engineering
University of Peradeniya

