



Postgraduate Programme in Engineering Management

Department of Manufacturing & Industrial Engineering

Faculty of Engineering

University of Peradeniya

The Department of Manufacturing & Industrial Engineering, University of Peradeniya, is seeking a Management Assistant for the Postgraduate Programme in Engineering Management.

POST OF MANAGEMENT ASSISTANT (ON CONTRACT BASIS) (NO: OF VACANCY-01)

Required Qualifications & Experience

1. Should have Passed the G.C.E. (O/L) Examination in six (06) subjects in one sitting with the credit pass in;
 - i. Sinhala Language/Tamil Language
 - ii. English Language /English Literature
 - iii. Mathematics
2. Should have Passed all subjects at G.C.E. (A/L) Examination (Except the Common General Paper) in one sitting (Passing 3 subjects in one sitting would be sufficient for this purpose)
3. At least 2 years of experience in a secretarial position at a Postgraduate institute or a Postgraduate program.
4. Strong IT skills (Web applications, collaborative and productivity tools, Email, Internet, Google docs, MS Office, etc.)
5. Well-developed interpersonal skills, administrative, writing and communication skills

Key Responsibilities

- Manage day-to-day operational activities of the Postgraduate Programme Unit including the clerical work, handling students' requests, and communication with students and staff
- Assist in the postgraduate student registration process
- Handle the cash advance for the Postgraduate programme
- Coordinating with students and lecturers on Postgraduate programme lectures, laboratories etc.
- Coordinating with students, department members and other relevant personnel to schedule thesis examinations, viva etc.
- Prepare payment details and vouchers for the lecturers and other supporting staff.
- Managing the Postgraduate email account and the Google drive.

Method of Requirement

Selection by an Interview

Age Limit

Should be not less than 18 years and not more than 30 years of age on the closing date of applications.

Salary.

30,725 + COL per month including EPF & ETF will be paid.

Condition of Contract

The successful candidate will be offered a one year contract at the Postgraduate Programme of the Department of Manufacturing & Industrial Engineering, Faculty of Engineering, and University of Peradeniya.

General Note

Detailed curriculum vitae and contact details of two non-related referees should reach the following email on or before **19th October 2023**.

Email: dmieoffice@eng.pdn.ac.lk

Telephone: 081-2393650

Email subject should be “DMIE PG Management Assistant Application 2023: <Your Name>

Application will be treated confidentially and only the shortlisted applicants will be contacted.

Head

Dept. of Manufacturing & Industrial Engineering

Faculty of Engineering

University of Peradeniya.

05.10.2023