



## MANAGEMENT ASSISTANT POSITION ON CONTRACT BASIS

### ENGINEERING DESIGN CENTRE

### FACULTY OF ENGINEERING | UNIVERSITY OF PERADENIYA

Engineering Design Centre (EDC) of the Faculty of Engineering, University of Peradeniya, is the commercial arm of the Faculty of Engineering, established with the objective of supporting the Sri Lankan industries through industrial consultancy, workshops/training programmers and continuing professional development programmes. EDC together with team of experts use latest advanced technology for engineering design, manufacture, and material and product testing, and coordinate the consultancy work by the Faculty while serving as a link between the University and the Industries. The EDC is a self-supporting unit with its own staff.

The EDC intends to recruit immediately suitable person to fill the following Management Assistant position on full-time contract basis.

#### Position - Management Assistant with Accounting Knowledge

The person sought should have the following qualifications

1. Should have passed the General Certificate of Education (ordinary Level) Examination in six subjects (06) at one sitting with credit passes in Sinhala / Tamil Language, English / English Literature & Mathematics.
  2. Should have passed in all subjects at G.C.E.(A/L) Examination (Except the common general paper at one sitting) (passing in 3 subjects under the old syllabus at one sitting will be sufficient)
  3. Should have following experiences also;
    - a) Taking minutes of the meetings conducted in English
    - b) Drafting letters to higher administrative levels in English and translate letters from Sinhala to English
    - c) Good communication skills in English
- Age : between 18 years and not more than 30 years
  - Salary : Basic Rs. 30,725.00 + COL Allowance and no other allowances applicable
  - Contract Period : Six Months

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 20<sup>th</sup> October 2023 of this advertisement

to:

Director  
Engineering Design Centre  
Faculty of Engineering  
University of Peradeniya  
Peradeniya 20400  
Sri Lanka

Date: 10<sup>th</sup> October 2023