



## Secretary for the Postgraduate Program

Department of Electrical and Electronic Engineering  
Faculty of Engineering  
**University of Peradeniya**

The Postgraduate (PG) program in Department of Electrical and Electronic Engineering, University of Peradeniya is looking for a secretary to the program

### Key Requirements

- Pass GCE A/L Examination
- Possess written communication skills in English including 'A' pass for English subject at GCE O/L
- At least 5 years of experience in a similar capacity
- Strong IT skills. (Email, Internet, MS-Office, etc.)
- Proven track record of well-developed interpersonal skills and communication skills

### Key Responsibilities

- Maintaining schedules of the PG program lectures, laboratory sessions, etc.
- Coordinating with students and lecturers on PG lectures, laboratories etc.
- Coordinating with students, and other relevant parties to schedule examinations, viva, etc.
- Preparing payment details and vouchers of the lecturers and other supporting staff

**Salary scale: U-MN 1 (III A)**

Application with detailed curriculum vitae and contact details of two non-related referees should reach the following email *on or before 12<sup>th</sup> December 2023*.

Email: [pgcoordinator@ee.pdn.ac.lk](mailto:pgcoordinator@ee.pdn.ac.lk)

Mobile: 0702 740 525

**Email subject should be "DEEE PG Sec. Application: <Your Name>"**

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