



Vacancy for the post of Management Assistant
Faculty of Engineering,
University of Peradeniya

Applications are invited from dynamic & energetic persons for the Post of Management Assistant at the Faculty of Engineering, University of Peradeniya, Peradeniya.

Qualifications:

- (1) Should have passed the G.C.E.(O/L) Examination in six subjects in one sitting with credit passes in
- Sinhala/ Tamil
 - English Language / English Literature
 - Mathematics

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Should have passed all subjects at G.C.E.(A/L) examination (Other than the common general paper) in one sitting (Pass in 3 subjects under the old syllabus at one sitting would be sufficient)

- (2) Should have the following qualifications and experiences :
- Part Qualification in AAT/ CA, Sri Lanka, CIMA or ACCA or any other professional body or relevant accountancy degree. Prior experience in the accounting field is an added advantage.
 - Two years of experience in the use of computer application packages
 - Good communication skills
 - One year Experience in a reputed (Private & Government) entity.

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 **27th December 2023**,

Applications should be sent to

Assistant Registrar,
Faculty of Engineering,
University of Peradeniya,
Peradeniya.

For further information, please contact on 0812393305 .

Assistant Registrar,
Faculty of Engineering
University of Peradeniya