



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, sponsored research and continuing professional development programmes. It uses the latest advanced technologies for engineering design, manufacture and material & 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 qualifications and experiences also;
 - a) A Bachelor of Commerce degree.
 - b) Part Qualification in AAT/ CA, Sri Lanka, CMA or ACCA, or any other professional body or relevant accountancy degree. Prior experience in the accounting field is an added advantage.
 - c) Three years of experience in the related field.
 - d) Good communication skills in English
- Age : between 18 years not more than 30 years
 - Salary : Basic Rs. 30,725.00 + COL Allowance and no other allowances applicable
 - Contract Period : One year

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 2nd December 2024 of this advertisement to:

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

Date: 20th November 2024