



**University of Peradeniya
Faculty of Engineering**

Vacancy for the post of Management Assistant

Applications are invited from Dynamic & Energetic persons for the Post of Management Assistant for Postgraduate Duties at the Faculty of Engineering, University of Peradeniya, Peradeniya.

Qualifications:

1. Should have passed G.C.E.(O/L) Examination in six subjects at one sitting with credit passes in

- (i) Sinhala/ Tamil
 - (ii) English Language / English Literature
 - (iii) Mathematics
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Should have passed all subjects at G.C.E.(A/L) examination (Other than the common general paper) at one sitting (Pass in 3 subjects under the old syllabus at one sitting would be sufficient)

2. Should have following qualifications and experiences :

- (a) Part Qualification in AAT/ CA, Sri Lanka, CIMA or ACCA or any other professional body or relevant accountancy degree. Prior experience in accounting field is an added advantage.
- (b) Two years of experience in the use of computer application packages
- (c) Good communication skills

Experience

At least 1 year experience as a Management Assistant or similar position

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 **EPF and ETF** 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 **4th January 2024**, to Senior Assistant Registrar, Faculty of Engineering, University of Peradeniya, Peradeniya.

Senior Assistant Registrar
Faculty of Engineering
University of Peradeniya