



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 Project Management Skills

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 skills and experiences also;
 - a) A Bachelor of Management degree or equivalent.
 - b) Strong organizational and project management skills to oversee multiple tasks
 - c) Three years of experience in the related field.
 - d) Excellent communication and interpersonal skills to liaise with diverse stakeholders, including faculty members, students, and external partners
 - e) Proven experience in event coordination or secretarial roles, preferably within academic or professional settings.
 - f) Proficiency in record-keeping, correspondence, and meeting management.
 - g) Familiarity with promotional strategies and the ability to work collaboratively with student-led societies.
- 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 13th December 2024 of this advertisement to:

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

Date: 2nd December 2024