



NOTICE OF VACANCIES

ENGINEERING DESIGN CENTRE (EDC) **UNIVERSITY OF PERADENIYA**

Applications are invited from dynamic, enthusiastic, and self-motivated candidates for the following position at the Engineering Design Centre (EDC) of University of Peradeniya.

POST OF MANAGEMENT ASSISTANT

Responsibilities

- Ability to Budgeting and forecasting processes, providing valuable insights and contributing to the financial planning
- Preparing regular monthly and yearly financial reports, ensuring transparency and accountability in financial matters.
- Develop and implement procurement strategies aligned with approved procedures
- process procurement requests, obtain necessary approvals, and manage authority limits.
- Involved in processing invoices, ensuring timely payments to vendors and suppliers, and reconciling financial discrepancies.
- Facilitate bid opening, coordinate with evaluation committees, and obtain necessary approvals for procurement decisions
- Ensuring that payroll taxes and deductions are accurate.
- Any other work assigned by the Director/ EDC.

Qualifications & Experience

- 1) Having obtained a certificate of proficiency not below than the N.V.Q Level 5 issued by the Technical I Vocational Training Institute accepted by the Tertiary and Vocational Education Commission or recognized Institution in the field of Information Communication and Multimedia Technology/Information and Communication Technology / Information Technology or Equivalent

AND

- 2) Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in
 - (I) Sinhala Language/Tamil Language
 - (II) English Language/English Literature
 - (III) Mathematics

AND

- 3) Should have passed in all subjects at G.C.E. (A/L) Examination (except the Common General Paper) at one sitting.

AND

- 4) At least six (02) years of working experience in a Government/State corporation or reputed private sector organization

Other Attributes

- a) Excellent communication skills.
- b) Administrative, writing and reporting skills.

Age Limit

Not more than 30 years.

Remuneration

Rs. 47,311 [U-MN 1] + COL Allowance + EPF & ETF

Method of Recruitment

Selection by Interview.

General Note:

- I. The University reserves the right to shortlist the application and summon candidates for the interview, as per the prevailing rules and regulations.
- II. Interested candidates have to submit their Curriculum Vitae along with copies of Birth Certificates, Education Certificates, Academic Transcripts and any other relevant Certificates in proof of qualifications and experience to be sent via registered post to reach the Engineering Design Centre, Faculty of Engineering, University of Peradeniya **by 16-12-2025**.
- III. Mention the "Post of Management Assistant" on the top left-hand corner of the envelope.

Condition of Contract

The successful candidate will be offered a one-year contract at the Engineering Design Centre.

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

5-12-2025