



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 TECHNICAL OFFICER (ICT) GRADE III

Responsibilities

- Organizing training program, seminars, conference and workshops conducted by EDC.
- Preparing programme budgets, tracking expenditures, and handling all the administrative and managing records and databases.
- Competence in processing invoices, ensuring timely payments to vendors and suppliers
- Arranging payments and Preparing actual budgets.
- Experience in assisting with the preparation of monthly and annual financial reports to ensure transparency and accountability.
- Ability to prepare supporting documents for consultancy project bids and tenders, and maintain administrative records related to office operations.
- Coordinating with other Units and Divisions of the University
- Any other work assigned by the Director/ EDC.

Qualifications & Experience

- 1) Should have passed in three (03) subjects at the G.C.E (A/L) examination in one (01) sitting in any Stream

AND

- 2) Having obtained a certificate of proficiency not below than the N.V.Q Level 5 issued by the Technical / 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

- 3) 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.
- c) Possesses strong graphic design skills.

Age Limit

Age should be not more than 35 years

Remuneration

Rs. 48,653 [U-MT 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 are 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 Technical Officer (ICT) Grade III” 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