



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

- Assist in conducting training and development programs
- Assist in scheduling unit activities
- Assist in managing visiting academic appointments
- Support payroll related documentation
- Prepare reports, documentation, and presentations related to unit activities
- Liaise with visiting academic staff, the faculty entities, and students

Qualifications & Experience

- 1) 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

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

Other Qualifications

Previous experience in similar capacity for at least six months.
A Bachelor's degree in a related discipline is desirable.

Age Limit

Not more than 30 years.

Remuneration

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

Method of Recruitment Selection by Interview.

General Notes:

- 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 **on or before 22-04-2026.**

- III. In the applications sent via post, 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 **two month** contract at the Engineering Design Centre.

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

08-04-2026