University of Peradeniya
Faculty of Engineering

Vacancy for the Post of Management Assistant (on contract basis)

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 passesin
   (i) Sinhala/ Tamil
   (ii) English Language / English Literature
   (iii) Mathematics
   &
   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 posistion

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 Scale: U-**MN 1 (III A)**

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 **30th October 2026**, to Senior Assistant Registrar, Faculty of Engineering, University of Peradeniya, Peradeniya.

Acting Registrar
University of Peradeniya
Peradeniya