



## **NOTICE OF VACANCIES**

### **SRI LANKA JAPAN STUDY CENTRE [SLJSC] - UNIVERSITY OF PERADENIYA**

Applications are invited from dynamic, enthusiastic and self-motivated candidates for the following position at the Sri Lanka Japan Study Centre [SLJSC] of University of Peradeniya.

#### **POST OF MANAGEMENT ASSISTANT (ON CONTRACT BASIS) FOR JICA-CHAIR PROGRAMME**

##### **Responsibilities**

- Managing the SLJSC, maintaining the administrative and financial documentation.
- Organizing the activities under the JICA-Chair programme.
- Preparing the reports on income, expenses and budgets of the programme.
- Developing flyers, posters, newsletters to publicize activities of the JICA-Chair programme.
- Coordinates with the other Unites and Divisions of the University which related the programme.
- Any other works assigned by the Director/SLJSC.

##### **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 Language
  - iii. Mathematics

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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 would be sufficient for this purpose.*]
3. Preference will be given to those who possess the following:
  - a. An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

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  - b. Two years of experience in the use of computer application packages.
4. Should be a citizen of Sri Lanka
5. Should be of good character sound physical health

##### **Other Attributes**

- Excellent communication skills
- Administrative, writing, and report skills

##### **Method of Recruitment**

Selection by the Interview

##### **Age Limit**

Should be not less than 18 years and not more than 30 years of age on the closing date of applications.

##### **Remuneration**

All inclusive monthly allowance of Rs. 38,525/- (Initial step of U-MN 1 (III A) + Cost of living Allowance including EPF & ETF) will be paid.

##### **General Note:**

- i. The University reserves the right to shortlist the applications and summon candidates for the interview, as per the prevailing rules and regulations.
- ii. The selected candidate will become a contributor to the Employees Provident Fund and the Employees Trust Fund, the contributions being 8% of the monthly earnings to the EPF monthly by the employee and in turn the employer will contribute a sum equal to 12% of the monthly earnings to the EPF and a further contribution of 3% to the Employees Trust Fund respectively.  
  
The total amount so contributed will be refunded to the employee once his/her services are ceased.
- iii. Interested candidates have to submit their curriculum vitae along with photocopies of Birth Certificates, Education Certificates and any other relevant Certificates in proof of qualifications and experience to be sent via Registered Post to reach the Senior Assistant Registrar, Corporate Management Division, University of Peradeniya on or before 27<sup>th</sup> August 2021.
- iv. Curriculum vitae without documents of proof and late submissions will be rejected.

##### **Condition of Contract**

The successful candidate will be offered six months contract at the Sri Lanka Japan Study Centre [SLJSC], University of Peradeniya.

  
 ACTING REGISTRAR  
 13.08.2021

Acting Registrar  
 University of Peradeniya  
 PERADENIYA