



Postgraduate Programme in Civil Engineering

Department of Civil Engineering
Faculty of Engineering
University of Peradeniya

The Department of Civil Engineering, University of Peradeniya is looking for a Management Assistant (contract basis) for the Postgraduate Programmes in Civil Engineering.

Required Qualifications

- Passed G.C.E. A/L examination in one sitting
- And;
- Passed G.C.E. O/L examination in six subjects at one sitting with credit passes in;
 - Sinhala language/ Tamil Language
 - English Language/ English Literature
 - Mathematics

Preference will be given to applicants with;

- Good written and verbal communication skills in English including 'A' pass for English subject at G.C.E. O/L
- Experience in a secretarial position at a Postgraduate institute or a Postgraduate programme.
- Strong IT skills (Web applications, collaborative and productivity tools, Email, Internet, Google docs, MS-Office, etc.)
- Well-developed interpersonal skills and communication skills

Key Responsibilities

- To assist the Coordinators of Postgraduate Programmes in Civil Engineering.
- To establish and maintain various files/ records/ databases of postgraduate students and lecturers.
- Preparation of annual budgets.
- Maintenance of accounts and coordinating and monitoring procurement of purchases.
- Ability to coordinate the activities remotely through online mode.
- Commitment to work longer hours on a need basis and during weekends.
- To keep postgraduate students updated regarding lectures/examinations schedules and other important information.
- To function as an administrative link to ensure that all parties receive relevant information timely.
- To prepare, compile and distribute meeting minutes, reports and documents.
- To keep the calendar constantly updated to facilitate all the event schedules.

Salary: Rs. 30,725.00 + applicable allowances per month

Duly filled application form with photocopies of educational certificates and detailed curriculum vitae should reach the following emails on or before 20th March 2022.

Email: headcivil@eng.pdn.ac.lk (and cc to nadeen@eng.pdn.ac.lk)

Telephone: 081-2393574

Email subject should be "DCE PG Secretary Application: <Your Name>"

Applications will be treated confidentially and only the shortlisted applicants will be contacted.