



NOTICE OF VACANCY

FACULTY OF MANAGEMENT

UNIVERSITY OF PERADENIYA

Applications are invited from dynamic, enthusiastic and self-motivated candidates for the following position at the Postgraduate Unit, Faculty of Management of University of Peradeniya.

POST OF MANAGEMENT ASSISTANT (ON CONTRACT BASIS) (NUMBER OF VACANCY - 01)

Responsibilities

- Undertake the day-to-day operational activities of the Postgraduate Unit including the clerical work, students' requests, and communication with students and staff
- Assist in postgraduate student registration and orientation process
- Assist in making the arrangements for conducting lectures, examinations and progress evaluations
- Attend to the meetings, prepare the minutes of the meetings and follow-up actions
- Handle the petty cash and cash advances for postgraduate programmes
- Attend to the documentation work

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&
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. Worked in similar capacities for more than three (03) years in a state university
 - b. Computer literacy
4. Should be a citizen of Sri Lanka
5. Should be of good character sound physical health

Other Attributes

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

Method of Recruitment

Selection by an 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. 43,525/- (Initial step of U-MN 1 (III A) + Special Allowance + 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 Employee 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, Educational Certificates and any other relevant certificates in proof of qualifications and experience to reach the **Assistant Registrar, Postgraduate Unit, Faculty of Management, University of Peradeniya on or before 03rd January, 2024** under the **Registered Post** with the indication of “**Application for the Post of Management Assistant**” on the top left-hand corner of the envelope.
- iv. Curriculum vitae without documents of proof and late submissions will be rejected.

Condition of Contract

The successful candidate will be offered a one-year contract at the Postgraduate Unit of the Faculty of Management, University of Peradeniya.

W.V. Lakshman Kumara

Assistant Registrar
Faculty of Management
University of Peradeniya
21.12.2023

W.V. Lakshman Kumara
Assistant Registrar
Faculty of Management
University of Peradeniya
Peradeniya, Sri Lanka