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Vacancies for the Posts of Program Assistants (On Contract Basis), External Degrees and Extension Courses Unit, University of Sri Jayewardenepura

13TH MAY 2026 / VACANCIES

VACANCY

Program Assistants (On Contract Basis)
External Degrees and Extension Courses Unit
University of Sri Jayewardenepura

Applications are invited for **two (02) Program Assistant positions** for the BSc (Hons) in Polymer Products Manufacturing and Industrial Management (External) Degree Program conducted by the Department of Polymer Science in collaboration with the External Degrees and Extension Courses Unit (EDECU), University of Sri Jayewardenepura.

Position 1: Program Assistant – Department of Polymer Science

Requirements

- At least 03 C passes in one sitting for G.C.E. A/L in Science or Technology stream
- At least Science-based NVQ level 5 or higher qualification
- Good communication skills in Sinhala and English
- Basic ICT skills
- Ability to maintain good rapport with academic and industrial stakeholders
- Minimum two years of experience (permanent or contract basis) at the level of a Management Assistant in a government university or equivalent capacity will be considered an added advantage

Working Schedule

- Weekend on-site work (Saturday & Sunday)
- Weekday evening online coordination duties
- Additional weekday duties as required

Position 2. Program Assistant – EDECU

Requirements

- At least 03 C passes in one sitting for G.C.E. A/L in Science, Management or Technology stream
- Good communication skills in Sinhala and English
- Basic ICT skills
- Ability to maintain good rapport with academic and administrative staff
- Prior experience at the level of a Management Assistant or equivalent capacity will be considered an added advantage

Working Schedule

- Regular weekday office hours

Application Procedure

A cover letter, copies of educational qualifications, curriculum vitae (CV), and service letter(s) from previous workplace(s) should be emailed to director.edecu@sjp.ac.lk and sent by registered post to the address given below **on or before 19/05/2026**.

Postal Address

Deputy Registrar
External Degrees and Extension Courses Unit (EDECU)
University of Sri Jayewardenepura
No. 16, S. D. S. Jayasinghe Mawatha,
Kohuwala, Nugegoda.

Please mention the post applied for on the top right-hand corner of the envelope.

Director

External Degrees and Extension Courses Unit (EDECU)
University of Sri Jayewardenepura
13/05/2026