



**Institute of Allergology and Immunology
University of Sri Jayewardenepura**



POST OF PROCUREMENT OFFICER (ON CONTRACT)

Applications will be entertained from suitably qualified persons for the above post.

Qualifications:

- Hold a bachelor's degree in Procurement, Business Administration, Supply Chain Management or a related field from a recognized university; or hold a professional qualification in procurement or supply chain management, such as CIPS, SLIPS or a Diploma in Public Procurement.
- Have at least two (02) year of relevant procurement experience, preferably in a public sector, university or research institution.
- Have working knowledge of Sri Lankan Government Procurement Guidelines and public sector procurement procedures, including procurement committee processes, preparation of bidding documents and bid evaluation.
- Be proficient in MS Word and Excel and able to maintain accurate procurement records.
- Have good organizational, communication and coordination skills, with a high standard of integrity and attention to detail.

Main Duties

The selected candidate will assist in planning and carrying out procurements of goods, services and works; preparing requests for quotations, bidding documents and purchase orders; coordinating procurement and bid evaluation committee proceedings; maintaining procurement records and supplier information; and liaising with the Finance Division and other relevant officers.

Salary and Duration of the appointment

The appointment will be made initially for one year and extendable based on performance with an attractive salary scheme based on performance.

How to Apply

Suitably qualified candidates are invited to apply with a duly filled Curriculum Vitae through email recruitments.iai@sjp.ac.lk on or before **12th October 2026**.

Applications received after the closing date will not be considered and incomplete applications also will be rejected.

Note

The Institute reserves the right to short-list candidates, and only that shortlisted will be invited for an interview.

For inquiries: Senior Assistant Registrar - sar.iai@sjp.ac.lk / 070-3923208

Senior Assistant Registrar
Institute of Allergology and Immunology
University of Sri Jayewardenepura
28.09.2026.