



University of Sri Jayewardenepura

Post of Temporary Research Assistant at the Office of the Registrar

The University of Sri Jayewardenepura will entertain applications from motivated and dynamic individuals to serve as a Research Assistant at the Office of the Registrar to fulfill following responsibilities.

Key Responsibilities:

- Assist data collection and data processing.
- Preparation of reports, presentations and documentaries.
- Coordinating activities related to preparation and updating university corporate plan.

Required Academic Qualifications and Experiences:

- A Degree with Second-Class Upper Division or above from a recognized University.

Preference will be given for followings:

- One year experience in public sector or private sector in similar capacity.
- Experience in project management using software.
- Experience in corporate planning and strategic planning assignments.
- Learned subjects such as:
 - Strategic Management
 - Computer Applications
 - Project Management and Planning

Allowance:

- All-inclusive Rs. 60,000 per month

Contract Period:

Initial one year subject to extent up to two years based on performance.

Method of Submission:

- Applications should be e-mailed with copies of relevant educational (with transcripts), professional, extracurricular activities and service certificates to ar.regoffice@sip.ac.lk on or before **21st October 2026**.
- Please indicate the position applied as “Temporary Research Assistant” in the subject line of the E-mail.
- Applications received after the closing date will not be considered.



Registrar,
University of Sri Jayewardenepura.
07.10.2026