



**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) (NO: 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 process
- Assist in making the arrangements for conducting lectures and examinations
- 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. Ability to speak in Chinese and English language
  - 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
- 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 18<sup>th</sup> August, 2023** 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  
19.07.2023**

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Assistant Registrar  
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