



NOTICE OF VACANCIES
INTERNATIONAL RELATIONS OFFICE (InRO)
UNIVERSITY OF PERADENIYA

Applications are invited from dynamic, enthusiastic and self-motivated candidates for the following position at the International Relations Office of University of Peradeniya.

Post of Project Manager (on contract basis) (01Post)

Responsibilities

Implement the targets of the Board of Management of the International Relations Office, write short project proposals under the guidance of Director-/ International Relations Office, initiate and Coordinate National and International projects, and carry out other activities of the International Relations Office including conducting meetings, webinars, information sessions and conferences.

Qualifications & Experience

- a) Should possess a Bachelor's Degree with First or Second Class from a recognized University / Higher Education Institute.

or

- b) Should possess a Bachelor's Degree with a Postgraduate Degree /Postgraduate Diploma in Administration/Management from a recognized University /Higher Education Institute

and

- c) Should possess a Master's Degree in International Cooperation from a recognized University / Higher Education Institute.
- d) Experience in handling international agreements and MoUs. (with proof)
- e) More than one and a half years of experience in international relations.
- f) Experience in organizing international events.
- g) Postgraduate qualification related to UNSDGs will be an added advantage.

Other Attributes

- a) Excellent communication skills
- b) Sound knowledge in Computer Applications
- c) Ability to work long hours and weekends

Method of Recruitment

Selection by Structured Interview

Age Limit

Age not more than Forty (40) years

Remuneration

All inclusive monthly allowance of Rs. 73,425/= {(UEX – 1-2016A Grade II) + Cost of living Allowance + Government approved special allowance}

General Note:

- I. The University reserves the right to shortlist the applications and summon candidates for the interview, based on the prevailing rules and regulations.
- II. The selected candidate will become a contributor to the University Provident Fund and the Employees Trust Fund, the contributions being 10% of the monthly earnings to the UPF monthly by the employee and in turn the employer will contribute a sum equal to 15% of the monthly earnings to the UPF and a further contribution of 3% to the Employees Trust Fund respectively.

The total amount so contributed will be refunded to the employee at any time once his/her services are ceased.
- III. Interested candidates have to submit their curriculum vitae along with photocopies of Birth Certificates, Education Certificates and any other relevant Certificates in proof of qualifications and experience to be sent via **Registered Post** to reach the **Senior Assistant Registrar, Corporate Management Division, University of Peradeniya on or before 31st October 2024.**
- IV. Curriculum vitae without documents of proof and Late Submissions will be rejected.
- V. Please mention the **“Post of Project Manager/InRO”** on the top left-hand corner of the envelope.

Condition of Contract

The Successful candidate will be offered a one-year contract at the International Relations Office.



ACTING REGISTRAR

16.10.2024