

## **Postgraduate Programme in Civil Engineering**

Department of Civil Engineering

Faculty of Engineering

**University of Peradeniya**

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The Department of Civil Engineering, University of Peradeniya is looking for a Management Assistant (contract basis) for the Postgraduate Programmes in Civil Engineering.

### **Required Qualifications**

- Passed G.C.E. A/L examination in one sitting
- And;
- Passed G.C.E. O/L examination in six subjects at one sitting with credit passes in;
    - Sinhala language/ Tamil Language
    - English Language/ English Literature
    - Mathematics

Preference will be given to applicants with;

- Good written and verbal communication skills in English including 'A' pass for English subject at G.C.E. O/L
- Experience in a secretarial position at a Postgraduate institute or a Postgraduate programme.
- Strong IT skills (Web applications, collaborative and productivity tools, Email, Internet, Google docs, MS-Office, etc.)
- Well-developed interpersonal skills and communication skills

### **Key Responsibilities**

- To assist the Coordinators of Postgraduate Programmes in Civil Engineering.
- To establish and maintain various files/ records/ databases of postgraduate students and lecturers.
- Preparation of annual budgets.
- Maintenance of accounts and coordinating and monitoring procurement of purchases.
- Ability to coordinate the activities remotely through online mode.
- Commitment to work longer hours on a need basis and during weekends.
- To keep postgraduate students updated regarding lectures/examinations schedules and other important information.
- To function as an administrative link to ensure that all parties receive relevant information timely.
- To prepare, compile and distribute meeting minutes, reports and documents.
- To keep the calendar constantly updated to facilitate all the event schedules.

**Salary:** Rs. 30,725.00 + applicable allowances per month

Duly filled application form with photocopies of educational certificates and detailed curriculum vitae should reach the following emails on or before 20<sup>th</sup> March 2022.

Email: [headcivil@eng.pdn.ac.lk](mailto:headcivil@eng.pdn.ac.lk) (and cc to nadeen@eng.pdn.ac.lk)

Telephone: 081-2393574

**Email subject should be “DCE PG Secretary Application: <Your Name>”**

Applications will be treated confidentially and only the shortlisted applicants will be contacted.