



Postgraduate Programme in Engineering Management

Department of Manufacturing & Industrial Engineering

Faculty of Engineering

University of Peradeniya

The Department of Manufacturing & Industrial Engineering, University of Peradeniya is looking for a Management Assistant for the Postgraduate Programme in Engineering Management.

Required Qualifications

- Pass G.C.E A/L Examination
- Possess written communication skills in English including 'A' pass for English subject at G.C.E. O/L
- At least 2 years of experience in secretarial position at a Postgraduate institute or a Postgraduate program.
- 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

- Preparing and Maintaining course files, schedules of the PG Program lectures and laboratory sessions, etc.
- Preparing documents related to new student intake to the PG Program.
- Coordinating with students and lecturers on PG lectures, laboratories etc.
- Coordinating with students, department members and other relevant personnel to schedule thesis examination, viva etc.
- Preparing payment details and vouchers of the lecturers and other supporting staff.
- Managing the PG email account and the Google drive.

Salary: Rs. 30,725+COL per month

Duly filled application with detailed curriculum vitae and contact details of two non-related referees should reach the following email on or before **31st October 2022**.

Email: headmie@eng.pdn.ac.lk

Telephone: 081-2393650

Email subject should be "DMIE PG Secretary Application: <Your Name>"

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