



Secretary for the Postgraduate Program

Department of Electrical and Electronic Engineering
Faculty of Engineering
University of Peradeniya

The Postgraduate (PG) program in Department of Electrical and Electronic Engineering, University of Peradeniya is looking for a secretary to the program

Key Requirements

- Pass GCE A/L Examination
- Posses written communication skills in English including 'A' pass for English subject at GCE O/L
- At least 5 years of experience in a similar capacity
- Strong IT skills. (Email, Internet, MS-Office, etc.)
- Proven track record of well developed interpersonal skills and communication skills

Key Responsibilities

- Maintaining schedules of the PG program lectures, laboratory sessions, etc.
- Coordinating with students and lecturers on PG lectures, laboratories etc.
- Coordinating with students, and other relevant parties to schedule examinations, viva, etc.
- Preparing payment details and vouchers of the lecturers and other supporting staff

Salary scale : U-MN 1 (III A)

Application with detailed curriculum vitae and contact details of two non-related referees should reach the following email on or before two weeks from the date of advertisement.

Email: pgcoordinator@ee.pdn.ac.lk

Mobile: 0718 398 535

Email subject should be "DEEE PG Sec. Application : <Your Name>"

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