



Management Assistant for the Postgraduate Program

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

The Department of Electrical and Electronic Engineering, University of Peradeniya, invites applications from suitably qualified individuals for the above **contract basis position** attached to the Postgraduate Programmes in Electrical and Electronic Engineering.

Required Qualifications

- Should have passed the **G.C.E. (O/L) Examination** in six (06) subjects at one sitting with **credit passes** in **Sinhala/ Tamil language, English Language/ English Literature and Mathematics**
- Passed the **GCE A/L Examination** in one sitting

Key Requirements

- At least 2 years of experience in a similar capacity
- Strong IT skills (Email, Internet, MS-Office, etc.)
- Excellent written and verbal communication skills in English
- Proven track record of well-developed interpersonal skills and communication skills
- Should be not less than 18 years and not more than 30 years of age on the closing date of applications

Key Responsibilities

- Assist the Coordinators of Postgraduate Programmes in organizing and conducting lectures, laboratory sessions, and related activities.
- Coordinate with students and lecturers regarding postgraduate lectures and laboratory sessions.
- Coordinate with students and relevant parties to schedule examinations, viva voce examinations, and related activities.
- Maintain student, lecturer, supervisor, and programme databases and records.
- Prepare payment details and vouchers for lecturers, examiners, and supporting staff.
- Handle official correspondence related to postgraduate programmes.
- Maintain and update lecture schedules, examination schedules, and event calendars.

Salary scale: U-MN 1 (III A) – Management Assistant (Non-Technical)

How to Apply

Application with detailed **curriculum vitae** and contact details of two non-related referees should reach the following **email on or before 03rd September 2026.**

Email: pgcoordinator@ee.pdn.ac.lk (cc: tharinduw@eng.pdn.ac.lk)

Mobile/ WhatsApp: 071 804 1793

Email subject should be “DEEE PG MA Application: <Your Name>”

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

**Coordinator/Postgraduate Programme
Department of Electrical and Electronic Engineering
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