



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
- Possess written communication skills in English including 'A' pass for English subject at GCE O/L
- At least 2 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
- Should be not less than 18 years and not more than 30 years of age on the closing date of applications

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) – Management Assistant (Non-Technical)

Application with detailed curriculum vitae and contact details of two non-related referees should reach the following email **on or before 20th August 2026**.

Email: pgcoordinator@ee.pdn.ac.lk

Mobile/ WhatsApp: 0718041793

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

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