



NOTICE OF VACANCIES

SRI LANKA JAPAN STUDY CENTRE [SLJSC] - UNIVERSITY OF PERADENIYA

Applications are invited from dynamic, enthusiastic and self-motivated candidates for the following position at the Sri Lanka Japan Study Centre [SLJSC] of University of Peradeniya.

POST OF MANAGEMENT ASSISTANT (ON CONTRACT BASIS) FOR JICA-CHAIR PROGRAMME

Responsibilities

- Arranging meetings and events of the JICA – Chair Program.
- Assist in preparing Strategic Plans, Annual Progress Plans and Financial Statements of the Sri Lanka Japan Study Centre by incorporating JICA Chair Program.
- Preparing promotional materials and distributing them among the prospective candidates/ respective institution in consultation with the director.
- Coordinate the registered participants' matters with the Director and Program Coordinator,
- Maintain databases of JICA – Chair participants and their activities.

Qualifications & Experience

1. Should have passed the G. C .E (O/L) Examination in six (06) subjects at one sitting with credit passes in;
 - i. Sinhala Language/ Tamil Language
 - ii. English Language/ English Language
 - iii. Mathematics

&
2. Should have passed in all subjects at G C E [A/L] Examination (except the Common General Paper] at one sitting [*Passing in 3 subjects under the old syllabus at one sitting would be sufficient for this purpose.*]
3. Preference will be given to those who possess the following;
 - a. An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

&

 - b. Two years of experience in the use of computer application packages.
4. Should be a citizen of Sri Lanka
5. Should be of good character sound physical health

Other Attributes

- Excellent communication skills
- Administrative, writing, and report skills

Method of Recruitment

- Selection by the Interview

Age Limit

- Should be not less than 18 years and not more than 30 years of age on the closing date of applications.

Remuneration

All inclusive monthly allowance of Rs. 38,525/- (Initial step of U-MN 1 (III A) + Cost of living Allowance including EPF & ETF) will be paid.

General Note:

- The University reserves the right to shortlist the applications and summon candidates for the interview, as per the prevailing rules and regulations.
- The selected candidate will become a contributor to the Employees Provident Fund and the Employees Trust Fund, the contributions being 8% of the monthly earnings to the EPF monthly by the employee and in turn the employer will contribute a sum equal to 12% of the monthly earnings to the EPF and a further contribution of 3% to the Employees Trust Fund respectively. The total amount so contributed will be refunded to the employee once his/her services are ceased.

How to Apply

- i. The post applied for should be marked on the top left-hand corner of the envelope.
- ii. Candidates employed in Public Service, Corporations, Statutory Boards, and Universities should submit their applications through their respective Heads of Institutions. They may also send an advance copy of the application to the Senior Assistant Registrar, Corporate Management Division. Applications not received through the proper channels will not be considered.
- iii. Interested candidates must submit their applications, which can be downloaded from the website (<https://sites.google.com/gs.pdn.ac.lk/copmgtdiv/downloads>), along with photocopies of their Birth Certificates, Education Certificates, and any other relevant Certificates as proof of qualifications and experience.
- iv. Completed applications must be sent via **Registered Post** to reach the Senior Assistant Registrar, Corporate Management Division, University of Peradeniya, **and also E-Mailed** as a **soft copy (in *.docx format)** with the Subject line indicated as “MA-SLJSE” to cmd@gp.pdn.ac.lk on or before **25th September 2023**.
- v. Incomplete applications, applications not in the prescribed format (not downloaded from the website), applications lacking supporting documents (copies of NIC, birth certificate, educational certificates, service certificates, etc.), and applications received after the closing date will not be considered. Please ensure that the soft copy of the application is sent by registered post when emailing it; otherwise, your application will be rejected.

Condition of Contract

The successful candidate will be offered six months contract at the Sri Lanka Japan Study Centre [SLJSC], University of Peradeniya.

ACTING REGISTRAR

18-09-2023

Use your Mobile Phone to
scan this QR code for easy
access to the Application
Download Link

