



**POSTGRADUATE INSTITUTE OF HUMANITIES AND
SOCIAL SCIENCES (PGIHS)
University of Peradeniya**

Vacancy for the Management Assistant on Contract Basis

Applications are invited from eligible candidates for the **Post of Management Assistant (on contract basis)** to the **Postgraduate Institute of Humanities and Social Sciences (PGIHS), University of Peradeniya.**

Details of the post are as below:

- Nature of work: Office work as assigned by the Director
- Duration of appointment: Fulltime contract basis for a period of six months, extendable based on performance.
- Work week – Five days including Saturday and/or Sunday.
- Remuneration – Rs. 30,725.00 (In addition to that entitled allowance will be paid).
- Application deadline: 12th November, 2024

Qualifications and Experience

- Should have passed G.C.E (Ordinary Level) Examination in six subjects at **One Sitting** with credit passes in
 - Sinhala/ Tamil
 - English Language/ English Literature
 - Mathematics

AND

- Should have Pass in all subjects at G.C.E. (Advance Level) examination (except the common general paper) at **One Sitting** (Passing in 3 subjects under the old syllabus at one sitting would be sufficient)
- Preference will be given to those who possess the following;
 - Fluency in English
 - An acceptable qualification in computer applications of not less than six (06) months duration obtained from recognized institutes.
 - Two years of experience in the use of computer application packages at a similar institute.

Eligibility

- Should be a citizen of Sri Lanka
- Should be not less than 18-years and not more than 30 years of age on the closing date of the application.

Interested applicant should submit their CVs with a cover letter by email (sar@pgihs.ac.lk), registered post or hand-delivery to the **Senior Assistant Registrar, Postgraduate Institute of Humanities and Social Sciences (PGIHS), University of Peradeniya.** The post applied for should be indicated on the top left corner of the envelop. All the Educational/Professional qualifications and experience obtained as at the closing date of the applications **will only be considered** when evaluating the candidates. Application without the copy of the supportive documents for Educational/Professional and Experience will be rejected.

Senior Assistant Registrar
Postgraduate Institute of Humanities and Social Sciences (PGIHS),
University of Peradeniya

**Senior Assistant Registrar
PGIHS
University of Peradeniya.**

Tel: 081-2388957/ 081-2068363
e-mail: sar@pgihs.ac.lk

29th October, 2024