



NOTICE OF VACANCIES

CENTRE FOR ENVIRONMENTAL STUDIES (CES) - UNIVERSITY OF PERADENIYA

Applications are invited from dynamic, enthusiastic and self-motivated candidates for the following position at the Centre for Environmental Studies (CES) of University of Peradeniya.

POST OF ADMINISTRATIVE OFFICER (ON CONTRACT BASIS)

Responsibilities

- Managing the CES, maintaining administrative and financial documentation.
- Organizing training programs, seminars, conferences, environmental management activities conducted by the CES.
- Preparing bidding documents for consultancy projects.
- Preparing reports on income, expenses and budgets of the activities organized by the CES.
- Arranging logistics for the projects organized by the CES.
- Developing flyers, posters, newsletters to publicize activities of the CES.
- Coordinating with other Units and Divisions of the University.
- Updating the CES Website.
- Any other work assigned by the Director/ CES.

Qualifications & Experience

- a) Should possess a Bachelor's Degree with First or Second Class from a recognized University/ Higher Educational Institute.
- Or*
- b) Should possess a Bachelor's Degree with a Postgraduate Degree/ Postgraduate Diploma in Administration/ Management from a recognized University/ Higher Educational Institute.

Other Attributes

- a) Excellent communication skills.
- b) Sound knowledge on Computer Applications.
- c) Administrative, writing and reporting skills.

Age Limit

Not more than 40 years.

Remuneration

All inclusive monthly allowance of Rs. 40,000.00 (inclusive EPF & ETF) will be paid.

Method of Recruitment

Selection by Structured Interview.

General Note:

- i. The University reserves the right to shortlist the applications and summon candidates for the interview, as per the prevailing rules and regulations.
- ii. 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.
- iii. Interested candidates have to submit their Curriculum Vitae along with photocopies of Birth Certificates, Education Certificates, Academic Transcripts and any other relevant Certificates in proof of qualifications and experience to be sent via **Registered Post** to reach the **Senior Assistant Registrar, Corporate Management Division, University of Peradeniya on or before 24th August 2022.**
- iv. **Curriculum Vitae without documents of proof and late submissions will be rejected.**

Condition of Contract

The successful candidate will be offered a one year contract at the Centre for Environmental Studies



ACTING REGISTRAR

Acting Registrar
University of Peradeniya
PERADENIYA