



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

**ADVERTISEMENT
for the Posts of
IQAC Administrative Secretary**

Applications are invited from eligible candidates for the post of IQAC Administrative Secretary (Full time) to the Postgraduate Institute of Humanities and Social Sciences, University of Peradeniya.

Details of the post are as below:

- Nature of work: Assisting in the Quality Assurance of the Institute and other work as assigned by the Director.
- Duration of appointment: One year (Subject to extension)
- Remuneration – Rs. 40,920.00 (Fixed) p.m.
In addition to that entitled allowances will be paid.
- Application deadline: 31st December 2022

Qualifications and Experience:

- Candidate should have a Bachelors' degree in the field of Humanities and Social Science.
- Sound English and IT capability and working knowledge in Sinhala and/or Tamil.
- Having work experience in similar work environment is preferable.

Interested persons should submit their CVs with a Cover letter by emailing to Assistant Registrar, PGIHS on or before 31st December 2022 (email: ar@pgihs.ac.lk).

**Assistant Registrar
PGIHS
University of Peradeniya**

Assistant Registrar

PGIHS

University of Peradeniya

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

14th December 2022