



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

**ADVERTISEMENT
for the Post of 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, University of Peradeniya.

Details of the post are as below:

- Nature of work: Office work as assigned by the Director.
- Duration of appointment: Only for a period of one year on contract basis.
- Work week – Five days including on Saturday or Sunday.
- Remuneration – Rs. 30,725.00 (Fixed) p.m.
In addition to that entitled allowances will be paid.
- Application deadline: 25th January 2023

Qualifications and Experience:

- GCE O/L – Pass 6 subjects at one sitting with Credit passes in Sinhala/ Tamil, English Language and Mathematics.
- GCE A/L – Pass 3 subjects at one sitting.
- Additional Qualifications – Work Experience/ NVQ Certificates in related field.
- Sound English and IT knowledge.
- Working experience in the university sector will be an added qualification.

Interested persons should submit their CVs with a Cover letter by emailing to Assistant Registrar, PGIHS on or before 25th January 2023 (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

11th January 2023