

Postgraduate Institute of Science (PGIS)
University of Peradeniya
VACANCY
FOR THE POST OF SENIOR ADMINISTRATIVE ASSISTANT
(Assignment Basis)

The Postgraduate Institute of Science (PGIS) is seeking a competent person to complete below mentioned assignments for a period of one year. The deadline for receiving application is 26th May 2023.

Responsibilities & Duties:

- The Senior Administrative Assistant is responsible for the smooth running of the study programme and acts as the liaison between the students of the Master Degree Programme in Science Education 2023/2024 (Batch of Chinese students), the resource persons of the Programme and the PGIS.
- Coordinating all administrative matters between all stakeholders of the programme and the students.
- Facilitate the LMS/Zoom links for teaching-learning process with the help of the Electronics Engineer/Audio Visual Technical Officer of the PGIS, concurrent with allocated slots in monthly/semester timetables and coordinating with teachers and students.
- Providing the information required to compile the programme budget according to the stipulated format of the PGIS.
- Fixing monthly/semester timetables for the course work and monitor its smooth functioning.
- Facilitating the process to establish a communication platform between students and resource persons.
- Coordinating the progress of course modules to ensure that the programme is delivered within the stipulated period.
- Facilitates examination and grading process of SLQF Level 9 course work examinations.
- Maintain a record of course work grades of SLQF Level 9 course work examinations.
- Informing supervisors for the Independent study and coordinating the process until its completion.
- Obtain written consents from the students once the course work is completed to make sure whether they leave with a SLQF Level 9 qualification or else continuing to SLQF Level 10.
- Compiling the budget of SLQF 10 according to the stipulated format as approved by the Finance Committee.
- Communicating with the students those who will continue to seek SLQF Level 10 qualification.
- Assist programme Coordinator to arrange the mandatory mid-progress review seminars to track students' progress in their research projects.
- Arranging the payment claims of the all stakeholders according to the budgetary constraints.

Qualifications & Experience:

The PGIS is specially looking for candidates with a postgraduate Qualification in Administration or Management from a recognized University/HEI with significant experience in administration field (at least 10 years).

Preference will be given to those who have worked in Universities/Institutes/HEIs with a thorough knowledge in handling student matters.

Professional Competencies:

- Ability to work efficiently, and to meet deadlines.
- Strong communication and good interpersonal relations.
- Ability to speak read and write fluent English and assist in the preparation of documents in English.
- Computer Literacy.

Remuneration: A monthly payment of Rs. 60,000.00 and applicable EPF & ETF will be paid.

Period: Initially for a period of one year and to extend upon the successful outcomes of the task.

How to apply:

Interested candidates have to submit their Curriculum Vitae along with photocopies of Birth Certificate, Education Certificates, Academic Transcripts and any other relevant Certificates in proof of qualifications and experience to be sent under a Registered Cover to reach the Director, Postgraduate Institute of Science, P.O. Box: 25, Galaha Road, Peradeniya on or before 26th May 2023.

- The post applied for should be marked on the top left hand corner of the envelope.

Incomplete applications, applications without supporting documents and applications after the closing date will not be considered.

The Postgraduate Institute of Science reserves the right to shortlist the candidates and call for interviews for such candidates only.

Director
Postgraduate Institute of Science
University of Peradeniya
19th May 2023