

Postgraduate Institute of Science (PGIS)
University of Peradeniya
VACANCY
POST OF TECHNICAL OFFICER
GRADE II SEG “B”
(Contract Basis)

Applications are invited from suitable qualified candidates to fill the above mentioned post in the Postgraduate Institute of Science (PGIS) for a period of one year. The deadline for receiving application is 30th September 2023.

Responsibilities and Duties:

- Handle and maintain audio-visual equipment under the supervision of the officers of the Postgraduate Institute of Science.
- Assist in setting up, operating and maintaining audio visual equipment for presentations, workshops, meetings and other events organized by the Postgraduate Institute of Science.
- Assist in troubleshooting technical issues related to audio visual equipment, connections.
- Assist in designing and implementing audio visual setups that align with events themes and goals of the Postgraduate Institute of Science.
- Coverage of PGIS activities (video recording/photographs) and the preparation of video clips/albums to update the PGIS website.
- Assist in the development, routine and general maintenance of the Computer Laboratory II in the Postgraduate Institute of Science.

Qualifications and Experience:

- Three (03) G. C. E. (Advanced Level) passes in Science subjects in one sitting.
- Passed a skill oriented formal programme of training to the post of at least one year (full-time) duration or equivalent.

Professional Competencies:

- Effective communication skills and interpersonal relationship.
- Ability to coordinate with other technical staff to ensure seamless functioning of audio visual systems.
- Proficiency in operating and troubleshooting audio-visual equipment.
- Ability to adapt to different event setups and environments.

Other Requirements:

- Flexible availability to work on contract basis, including evenings and weekends.
- Timely response to assignment offers and professional conduct during events.
- Technical reporting of equipment status and event-specific challenges.

Remuneration: A monthly payment of Rs. 31, 625.00 + Cost of Living and applicable EPF & ETF will be paid.

Age Limit: Not more than 45 years

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 30th September 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
07th September 2023