



RAJARATA UNIVERSITY OF SRI LANKA

FACULTY OF TECHNOLOGY

DEPARTMENT OF FOOD TECHNOLOGY, MIHINTALE

Dean: Tel/Fax –025–2266380 E mail - dean@tec.rjt.ac.lk

Head: Tel /Fax–025-2266380 E mail- fdt@tec.rjt.ac.lk Assistant Registrar - 025-2266381

Vacancy for Temporary Management Assistant (Full-time)

Applications are invited from the suitably qualified candidates for the post of Temporary Management Assistant under the ADB grant R3/RJ3 Faculty of Technology, Rajarata University of Sri Lanka.

Required Qualifications:

- Hold a bachelor's degree in any stream from a UGC recognized university
- Excellent writing and communication skills in English
- Sound knowledge in Office package and documentation
- Two years of experience in a similar role
- Age below 35 years

Duties:

- Document handling in the project office
- Coordinate the collaborative activities with the partner university (University of Peradeniya) when required
- Undertake responsibilities of any office work assigned by the principle investigator

Monthly stipend: 45 000 LKR

Work location: Rajarata University of Sri Lanka

How to apply: Please send your CV with the scanned degree certificate to Dr. Ahinsa Ranaweera (principle investigator) ahinsa@tec.rjt.ac.lk on or before 22nd Jan 2023.