



VACANCY

Post of Secretary for iPURSE 2020

We are currently seeking an enthusiastic and committed individual with exceptional communication skills in English who takes pride in her/ his ability to deliver an extraordinary level of service, **on fulltime basis**, as the Secretary at the Secretariat of the International Conference known as iPURSE 2020 hosted by the Faculty of Arts, University of Peradeniya.

The secretary is responsible for providing a full range of secretarial and administrative support activities, inclusive of confidential matters to ensure smooth operation of the designated office. His / her role will include the following key responsibilities:

- To assist the Coordinators of the iPURSE 2020 and the Editorial Boards
- To organize daily in-coming correspondence, make preliminary assessment, handle, and respond as appropriate.
- To compose and prepare routine correspondence and prepare simple interpretation of documents and correspondence upon request.
- To prepare, assemble and distribute sub-committee minutes, reports and documents.
- To keep calendar constantly updated to facilitate appointments and meeting schedules.
- To establish and maintain various files/ records/ databases of business contacts, trace pending items and follow them up as required.
- To arrange for various meetings on the iPURSE 2020.
- To function as an administrative link to ensure that all parties receive relevant information timely and respectively.

EDUCATIONAL QUALIFICATIONS & EXPERIENCE

The above post is for a graduate with a sound knowledge of research publications and secretarial work. S/he must be competent in English, i.e., possess excellent communication skills, both oral and written, and should have experience in event management.

KNOWLEDGE & COMPETENCIES

The ideal candidate should be courteous, able to work with minimal supervision and capable of dealing with conference-related matters confidentially. S/he must be competent in writing reports and working diligently to meet tight deadlines.

REMUNERATIONS

The appointed secretary will receive an attractive monthly allowance of Rs. 52,813.75 (inclusive of 12% EPF and 3% ETF) for a period of nine (09) months commencing from 01.03.2020.

APPLICATION

Please submit a letter of intent with your recent Curriculum Vitae addressed to the Dean of the Faculty of Arts, University of Peradeniya, Peradeniya on or before 22nd February, 2020 under registered cover, with **“Post of Secretary - iPURSE 2020”** written at the top left corner of the envelope. Please include your mobile number and email address in the letter.

Dean / Faculty of Arts