

ICHSS 2018
Faculty of Arts
University of Peradeniya
VACANCY
POST OF SECRETARY

Applications are invited from suitably qualified persons for the post of Secretary (on contract basis) in the Secretariat office of the International Conference on Humanities and Social Sciences 2018.

The Secretary should be able to provide administrative, Secretarial and coordination support to undertake activities of the International Conference on the Humanities and the Social Sciences (ICHSS) 2018. And also s/he should be able to prepare reports and accounts, maintain records, handle routine correspondence in English and maintain a good personal relationship with the Academic and Non Academic staff of the faculty.

Skills and Competencies required:

- ✓ Excellent Communication skills in English
 - ✓ Computer Literacy & being conversant with Microsoft Office Software (Word, Excel, Power point) and Internet & Email
 - ✓ Team working abilities
- *Priorities will be given to the fresh Graduates

Method of Recruitment: Selection by an interview

Closing date of applications: 31.10.2017

Salary: Rs 35,000.00 inclusive of ETF & EPF

A self-made application with an updated CV should be sent to the following address:

Senior Assistant Registrar
Faculty of Arts
University of Peradeniya
19/10/2017