



VACANCY

Post of Secretary for iPURSE 2021

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 2021 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 2021 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 2021.
- 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 Twelve (12) months commencing from 16.11.2020.

APPLICATION

Please submit a letter of intent with your recent Curriculum Vitae addressed to Prof. OG Dayaratna-Banda, Dean of the Faculty of Arts, University of Peradeniya, Peradeniya on or before the **06th of November 2020** under registered cover, with **“Post of Secretary - iPURSE 2021”** written at the top left corner of the envelope. Please include your mobile number and email address in the letter. You are kindly requested to email the same to **deansoffice@arts.pdn.ac.lk**