

# VACANCY

## Post of Management Assistant (on Contract Basis) Smile Train Cleft Centre, Faculty of Dental Sciences University of Peradeniya

Applications are invited from eligible candidates for the post of Management Assistant on contract basis to the Smile Train Cleft Centre/Faculty of Dental sciences, University of Peradeniya.

### **Requirements:**

#### **01. Educational Qualifications:**

- Should have passed G.C.E (O/L) Examination with Credit passes in Sinhala, Mathematics & English at One sitting **AND**
- Should have passed G.C.E (A/L) Examination with three passes in one sitting.

#### **02. Professional Qualifications:**

- Should have completed Secretarial (English) Course at least six months of duration from a recognized institute **AND/ OR**
- IT course - Minimum six months course (conducted in English medium) from a recognized institute.

#### **03. Experience:**

- At least one year working experience in a similar capacity. (Working experience in a university sector will be an added qualification)

#### **04. Other Requirements:**


- Ability to work (writing/Speaking) in Sinhala and English (Ability to work in Tamil will be an added advantage)
- Should be prepared to work with patients with Cleft Lip and Palate and their welfare activities.
- Should be prepared to work in weekends and extended hours.

**Salary :** Fixed salary of Rs. 30,725.00 per month will be paid. (With EPF and ETF)  
In addition to that, entitled allowances will be paid.

**Age:** Should be not less than 18 years and not more than 30 years of age on the closing date of applications.

Interested applicants should forward their applications with a cover letter to the Director/ Smile Train Cleft Centre **on or before 20<sup>th</sup> January 2023 by registered post.**

Director  
Smile Train Cleft Centre  
Faculty of Dental Sciences  
University of Peradeniya

  
Prof. Prarakram Mithkoon  
Director, Smile Train Centre  
The Smile Train Cleft Centre  
Faculty of Dental Sciences  
University of Peradeniya  
Peradeniya - Sri Lanka