

VACANCY

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

Applications are invited from eligible candidates for the post of Receptionist 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 in six subjects with Credit passes in three subjects at not more than two sittings. The credit passes should include Sinhala/Tamil language or English/Literature language.

02. Experience:

- At least three years working experience in handling patients' databases. (Working experience in a university sector will be an added qualification)

03. Other Requirements:

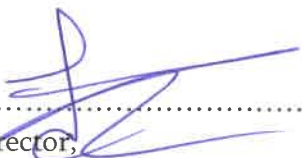
- Ability to work (writing/Speaking) in Sinhala and English (Ability to work in Tamil will be an added advantage)
- Knowledge in MS Office, Internet, and Email
- Should be prepared to work with patients with Cleft Lip and Palate and their welfare activities.
- Good interpersonal skills and pleasant personality.
- Should be prepared to work in weekends and extended hours.

Age: Should be not less than 18 years and not more than 45 years of age on the closing date of applications.


Terms of Employment

- Appointment will be on a contract basis for one year term initially with facility for extension depending on satisfactory performance.

Interested applicants should forward their applications with a cover letter to the Director/ Smile Train Cleft Centre, Faculty of Dental Sciences, University of Peradeniya, **on or before 19th September 2025 by registered post.**


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

Prof. Prarakrama Wijekoon
Director
The Smile Train Cleft Centre
Faculty of Dental Sciences
University of Peradeniya
Peradeniya - Sri Lanka


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Faculty of Dental Sciences,
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