



NOTICE

POST OF MANAGEMENT ASSISTANT

For the office of the Alumni Association of the
University of Peradeniya

Qualifications

- A/L qualified
- Good command of Spoken and written English
 - Active and dynamic personality with quick learning skills and self-motivation
 - Ability to meet deadlines and achieve targets
 - Experience in IT is an added advantage (word processing and managing spreadsheets; maintain social media profiles; Manage Google Drive)
- Monthly Payment: LKR 35,000

**Send CV to info@alumni.pdn.ac.lk on or before
December 19, 2025 with recommendations of two
non-related referees**

