



# RAJARATA UNIVERSITY OF SRI LANKA

## FACULTY OF TECHNOLOGY

### DEPARTMENT OF BIOPROCESS TECHNOLOGY, MIHINTALE

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#### **Vacancy Announcement – Management Assistant (MA)- (Full-Time/Temporary Post)**

We are inviting qualified, motivated, and punctual individuals to join our team for a one-year full-time temporary contract position as a Management Assistant under the WHO-funded research project (Project ID: P24-01214) at the Department of Bioprocess Technology, Faculty of Technology, Rajarata University of Sri Lanka.

#### **Position Details:**

Job Title: Management Assistant

Employment Type: Full-Time (Contract – 6 months)

Monthly Salary: Rs. 45,000 (Fixed)

#### **Work Location:**

Laboratory of Insect Pest Studies and Animal Biotechnology, Department of Bioprocess Technology, Faculty of Technology, Rajarata University of Sri Lanka, Mihintale.

#### **Key Responsibilities:**

- Calling for quotations and preparing quotation lists
- Preparing salary vouchers
- Handling procurement documentation processes
- Managing project-related documentation
- Documentation support for handling the project budget
- Supporting day-to-day administrative tasks given by the project PI whenever required

#### **Required Qualifications:**

- Passed G.C.E. A/L
- Minimum 1 year of experience as a Management Assistant is highly recommended
- A degree in Management or a related field is an added advantage
- Excellent command of English (writing and reading)
- Proficiency in MS Office and email communication mandatory
- Ability to learn quickly, adapt to new tasks, and meet deadlines
- Professional punctuality and reliability

#### **Details of the Interview:**

Walk-in Interview on 30th May at 9:00 AM at Room No. 22, “Genesis” – New Faculty of Technology Building, Faculty of Technology, Rajarata University of Sri Lanka

***\*Immediate recruitment is expected.***

For further inquiries, please reach out to Dr. Asha Wijegunawardana via email at [awijegun@tec.rjt.ac.lk](mailto:awijegun@tec.rjt.ac.lk).

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