



Postgraduate Institute of Agriculture University of Peradeniya

IDRC Funded Project – Gendering Water & Climate Science Research in South Asia

Vacancy

Research Assistant (Research and Administrative Support)

Job Description

Job Overview:

The Research Assistant will provide administrative, finance, and accounting support for the research project **Gendering Water and Climate Science Research in South Asia** funded by the International Development Research Centre, Canada and will be based in the Postgraduate Institute of Agriculture, University of Peradeniya (PGIA). The post-holder will be responsible for supporting the Project lead with day-to-day administrative activities and research, financial reporting and planning, and facilitating training and workshops for SAWA fellows and stakeholder meetings.

Key Responsibilities:

Including, but not limited to the following:

Support in Project coordination/ administration/ accounting

- To support Project Lead on all facets of project delivery including the project-related administrative work and financial reporting.
 - Attendance and documentation of all coordination and management-level meetings of the project.
 - Regularly communicate the project status to the project lead (Professor), and the regional research and training coordinator.
 - Ensure compliance with the committed timeline and work plan of the project.
 - Monitor budgets and expenditures and contribute to budget planning and revision
 - Prepare and submit timely and reliable financial updates, reports, and statements;
 - Planning and facilitation of stakeholder meetings/workshops especially with logistics arrangements.
 - Supporting research work
 - Perform other relevant operational and administrative duties as related to the implementation of the project
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Minimum Qualifications:

- A basic degree in Agriculture, Engineering, Science, Social Science and Humanities, Environmental Science or any other relevant discipline from a recognized educational institution. Postgraduate qualifications will be an added advantage.
- Very good written and oral communication skills in English.
- Proficiency in using the Microsoft Office suite (Word, Excel, PowerPoint) and other accounting software.

Preferred Skills/Prior Experience:

- Relevant work experience in the areas of working in research projects, financial accounting, monitoring and reporting, budget planning.
- Experience in event organization, and travel organization.
- Experience working in an academic institutional setup.

Terms of employment:

1. The Research will report directly to the Project Lead for project coordination and management activities.
2. Remuneration: **LKR 60,000.00 per month (All Inclusive)**

Closing date for the application: 05th April, 2024

Qualified candidates should apply by sending an updated CV and cover letter (not exceeding one page) as to why they are suited and interested in the role to the; **Director, Postgraduate Institute of Agriculture, University of Peradeniya, Peradeniya 20400** (through registered post) and to the E mail: ndkdayawansa@agri.pdn.ac.lk. Indicate **“Application for Research Assistant- IDRC-GIST Project”** in the top left hand corner of the envelope and the subject line of the E mail. Women candidates are encouraged to apply for this position. Only shortlisted candidates will be contracted for interviews.

Director/ PGIA
