

Postgraduate Institute of Agriculture
University of Peradeniya
VACANCY
Post of Coordinator (Full time) on contract

Application are invited from the suitable qualified and highly motivated individuals to assign as a Coordinator (Full time – Contract Basis) to the Postgraduate Institute of Agriculture. Current students of the PGIA or persons who wish to register for Postgraduate Degrees at PGIA in the future are not eligible to apply for the post under reference.

Academic Qualifications

01. A Degree with specialization in Management or Marketing subject with First or second class (Upper Division) Honors;
- or
02. A pass in a special Degree Examination in the relevant subject (Agricultural related) with a recognized postgraduate degree in the relevant field;
- or
04. Such professional qualifications as may be approved by the University Grants Commission upon the recommendation of the Higher Educational Institute concerned

Period of Assignment

The period of contract will be of one year with possible extensions (Maximum of 02 years)

Responsibilities

01. Facilitate conducting workshops by Boards of study
02. Facilitation and Management of External Projects
03. Assist in maintaining the Website and the Automated Systems of the institute
04. Liaise with students Association and Alumni;
05. Coordination of Student activities
05. Conduct surveys on academic matters & student enrollment, dropouts etc.

Experience

At least 01 year experience in organizing and coordinating activities in a Institute / Research Organization / Company. Preference will be given to applicants who possess qualifications and hands on experience in website development and automated systems in an organization.

Salaries: All inclusive salary of Rs. 56,685/-

Provident fund

The selected candidate for the post of Coordinator will become contributor to the Universities Provident Fund, the contributions being 10% from the employee and 15% from the employer to the provident Fund respectively. A stronger contribution of 3% will be made by the Employer to the Employees Trust Fund.

Curriculum Vitae together with copies of all relevant certificates and names, addresses and telephone numbers of two non-related referees should be sent under registered cover to reach the Deputy Registrar, Postgraduate Institute of Agriculture, P.O. Box 55, Old Galaha Road, Peradeniya on or before 24.04.2017

Applications

The application forms and relevant information could be downloaded from the Institute Web Site: WWW.pgia.ac.lk

Director
Postgraduate Institute of Agriculture