



**Postgraduate Institute of Agriculture
University of Peradeniya
Vacancy
Post of Course Coordinator (Full time) on Contract**

Applications are invited from the suitably qualified and highly motivated individuals for the Post of Course Coordinator of the Postgraduate Institute of Agriculture.

Academic Qualifications

(1) A Special Degree in Agriculture or Management with First or Second Class (Upper Division) Honors.

OR

(2) A Special Degree in Agriculture or Management with Second Class (Lower Division) Honors.

OR

(3) A pass in a special Degree Examination in Agriculture or Management with a recognized postgraduate degree in the relevant field;

OR

(4) 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.

Key Responsibilities

- Liaise with the Chairpersons and Secretaries of the Boards of Study of the Institute to ensure smooth functioning of the academic programmes.
- Assist the Director and central administration and the Boards of Study of the Institute in conducting promotional activities.
- Assist in organizing and providing logistical support for conducting short courses and certificate courses offered by the Boards of Study of the Institute.
- Provide logistical support to the Congress Coordinator of the Institute in organizing the annual Congress, promotional activities, and designing and preparation of the abstract booklet.
- Provide assistance to the PGIA administration in designing and printing of Prospectus and Handbooks.

- Collate and publish the abstract booklet of the Directed Studies carried out annually at the Institute.
- Provide logistical support to the Editor in Chief of the PGIA Newsletter to ensure its timely publication.
- Provide assistance to maintain and upgrade the website and the automated systems of the Institute.
- Work closely with the PGIA Students' Association and Alumni to support the activities of the Institute.
- Coordinate student welfare activities of the Institute.

Experience

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

Salary: Rs. 49,053/= per mensem (as at 01/01/2019) Plus approved allowances applicable to the Post

Provident Fund

The selected candidate will contribute to the University Provident Fund, the contributions being 10% from the employee and 15% from the employer respectively. A contribution of 3% will be made by the Employer to the Employees Trust Fund.

The application form 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 **07/01/2019**.

Applications

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

Director
Postgraduate Institute of Agriculture