

Secretariat Assistant (Contract) – 1 Post

The project on “Artificial Intelligence framework for threat assessment and containment for COVID-19”, University of Peradeniya

Salary: Rs. 40,000.00 per month

Contract Type: The post is full time, available immediately and is fixed term initially for 6 months with a high possibility of extending up to 1 year.

We seek to recruit highly motivated, young, enthusiastic, energetic, and dynamic Secretariat Assistants with proven track record. Please apply with your CV and an additional document highlighting expertise, competence, and skills.

You may email your application to Prof. J.B. Ekanayake (ekanayakej@eng.pdn.ac.lk).

Closing date of this call is 15/02/2021, 5 pm

The scope of Work:

A team of researchers from the University of Peradeniya and Institute of Policy Studies won a research grant from the International Development Research Centre of Canada. The main objectives of this research grant are:

- A. Development and use of artificial intelligence (AI) techniques to detect, model, and predict the behaviour of women, children, and underprivileged groups under COVID-19 pandemic containment strategies.
- B. Understanding of the impact of these strategies initiated in Sri Lanka.
- C. Development of AI based solutions, to predict and manage a future spread of COVID or similar infectious disease outbreaks.

Main duties:

- To prepare and manage correspondence, reports and documents
- To organize and coordinate meetings, conferences, travel arrangements
- To take, type and distribute minutes of meetings
- To implement and maintain office systems
- To maintain schedules and calendars
- To organize internal and external events
- To handle incoming emails, mail and other material
- To set up and maintain document management systems
- To help research team with procurements.

Other common Expertise/Competence/Skills required:

- Effective communication, excellent written and proficient typing skills
- Knowledge and experience of relevant software applications such as Word, Excel and Power Point; Experience in database management is desirable.
- Knowledge of administrative and clerical procedures
- Proven experience of producing correspondence and documents
- Proven experience in information and communication management

For informal enquiries about the post, please contact Prof. J.B. Ekanayake (ekanayakej@eng.pdn.ac.lk).