



Department of Chemistry
Faculty of Science, University of Kelaniya

Post of Office Assistant

We are highly seeking a dedicated and skilled **Office Assistant** to support the smooth operation of our **MSc Degree Program in Biochemistry and Biotechnology**.

Location: Department of Chemistry, University of Kelaniya

Application Deadline: 05th December 2025

Eligibility Criteria:

- Passed G.C.E. O/L and G.C.E. A/L examinations.
- Proficiency in English for reading, writing, and handling routine office communication.
- Ability to handle documentation, filing, and record-keeping tasks accurately.
- Computer literacy (MS Word, Excel, Email).
- Ability to assist with routine administrative work and follow instructions clearly.
- Ability to work 8 hours per week as required by the program.
- Reliability, punctuality, and attention to detail.

Stipend and Duration of the project:

- Monthly stipend: Rs. 10,000.00 per month
- Duration: One year

Application Process:

Interested candidates are requested to email a single PDF document to Snr. Prof. Nimanthi Jayathilaka (Email: njayathi@kln.ac.lk) **on or before 05th December 2025**.

- A **brief CV** with academic and professional experience
- Names and contact details of **two non-related referees**

For further details:

Snr. Prof. Nimanthi Jayathilaka - njayathi@kln.ac.lk /0772069887 Department of Chemistry,
Faculty of Science, University of Kelaniya,