

Post of Programme Management Assistant [Contract – full time Basis] – Master of Business Administration Programme | FMSC

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FACULTY OF MANAGEMENT STUDIES AND COMMERCE

UNIVERSITY OF JAFFNA – SRI LANKA

Walk – in – Interview

Programme Management Assistant (PMA) [Contract – full time]

Walk in Interview for the Post of Programme Management Assistant (PMA) on Contract – full time Basis – Master of Business Administration Programme will be held on **Tuesday, 19th of November 2024 at 11.00am at the Board Room of the Faculty of Management Studies and Commerce 10th Lane, Kalasalai Road, Thirunelvely.**

Requirements

- A degree from recognized University in Management / Commerce / other relevant discipline.
- Should be fluent in English and Tamil.
- Should have computer application skills in MS Office, Learning Management System (Moodle), Internet & E-mail, Typing Skill in English and Tamil.

Age Limit

- Not more than 35 years on the closing date of Application.

Salary

- Rs.45, 000/= (fixed) per month + Rs.15, 000/- Allowance

Download

- [Application Form](#)

Nature of Appointment:

- This appointment is on fulltime contract basis for a period of one year, extendable as per need.
- Candidates are requested to appear with relevant certificates, NIC and filled in annexed application form.
- The selected candidate will be required to work five days a week including Saturdays and Sundays and leave may be taken on week days in lieu of weekend days.