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**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](mailto: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](mailto:ekanayakej@eng.pdn.ac.lk)).