GAMPAHA WICKRAMARACHCHI UNIVERSITY OF INDIGENOUS MEDICINE

Vacancies

Gampaha Wickramarachchi University of Indigenous Medicine invites applications from suitably qualified candidates for the below position.

1. MANAGEMENT ASSISTANT (Assignment Basis)

- **Qualifications:**

  (i) Should have passed the G.C.E O/L examination in six (06) subjects at one sitting with credit (c) passes in below subjects.
    a. Sinhala Language
    b. English Language
    c. Mathematics

  (ii) Should have passed G.C.E A/L in one sitting in any stream (Except Common General Paper).

  (iii) Qualification regarding computer literacy, not more than six months from a recognized institute and two years' experience in computer application packages.

  (iv) Age: below 30 Years

- **Assignment Period:** Four (04) Months.
- **Monthly Allowance:** Rs. 40,000/- fixed allowance per month.
- **Extension:** University may consider extension of the assignment period upon the requirements of the University and the performance of the candidate.
- **Selection:** By selection exam and an interview.
- **Preference:** Candidates with experience in Data Entry, Human Resource Management or Office Administration, good computer literacy and typing skills in both Sinhala and English and good communication and interpersonal skills will be preferred.

How to Apply:

- Suitable candidates are invited to submit their updated CVs together with certified copies of relevant certificates relating to their educational, professional and extracurricular/sports qualifications to **arnacad@gwu.ac.lk**
- Applicants are requested to indicate the post applied for in the subject line of the email.
- Only shortlisted candidates will be contacted for an interview.
- Closing Date for Applications: **27.11.2026**

Registrar
Gampaha Wickramarachchi University of Indigenous Medicine
13.11.2026

For Inquiries: ***033 221 5829***