



UNIVERSITY OF COLOMBO, SRI LANKA
FACULTY OF LAW
CENTRE FOR THE STUDY OF HUMAN RIGHTS

VACANCIES

Applications are called from eligible candidates for the following positions:

Secretarial Executive

- a) Bachelor's Degree and Secretarial Qualifications from a recognized institution; OR
 - b) Equivalent Qualifications acceptable to the UOC.
 - c) Minimum of 03 years' experience in secretarial work, organizing management and other meetings, correspondences, and logistics.
 - d) Prior knowledge and qualifications in human rights, gender, child rights will be an added qualification.
 - e) Should be not less than 25 years and not more than 45 years of age on the closing date of application.
 - f) Proficiency in English and Sinhala / Tamil.
- Terms of appointment: Two-Year Fixed Term Contract. (Initially for one year and would be extended up to 2 years based on satisfactory performance.)
 - All-inclusive Monthly Contract Sum: Rs.80,800 (Basic Salary + Cost of Living Allowance+ Other Allowances) In addition to that you are entitled with EPF 12% + ETF 3%)
 - Selection: by an interview

Deadline:

Applicants must send their Cover letter, CV and relevant supporting documents (Copies of Educational Certificates, Service Letters) on or before 20.12.2024

Application Process:

- 1) Register through the relevant google form available here: cshr.cmb.ac.lk/vacancies

AND

- 2) Via registered post to: The Director,
Centre for the Study of Human Rights (CSHR)
Faculty of Law, University of Colombo, No. 94, Cumaratunga
Munidasa Mawatha, Colombo 03

The Registrar
University of Colombo
94, Cumaratunge Munidasa
Colombo 03.
04.12.2024