



**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:

**1. Project Manager**

(No of Vacancy - 01)

- a) Bachelor's Degree in Law / Social Sciences; **AND**
- b) Master of Law / Social Sciences with a research component and records of publications;
- c) Minimum of 05 years' experience in relation to projects (Project management and administration, proposal writing, reporting, preparing budgets and liaising with funders, supervising projects and proofs on projects conducted and managed);
- d) Prior knowledge and qualifications in human rights, gender, child rights will be an added qualification;
- e) Age limit 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 135,800.00 (including EPF 12% + ETF 3%)**
- **Selection: by an interview**

**2. Office Manager**

(No of Vacancy - 01)

- a) Bachelor's Degree in Management / Human Resource Management;  
**OR**
- b) Equivalent qualifications acceptable to the UOC;
- c) Minimum of 05 years' experience in the relevant field including Human Resource Management;
- d) Should be not less than 25 years and not more than 45 years of age on the closing date of application;
- e) Prior knowledge and qualifications in human Rights, gender, child rights will be an added qualification;
- 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. 107,050.00 (including EPF 12% + ETF 3%)**
- **Selection: by an interview**

### 3. IT Executive

(No of Vacancy - 01)

- a) Bachelor's Degree in Information Technology;
- b) Minimum of 04 years' work-related experience in eLearning and web administration, managing LMS and IT related works;
- c) Prior knowledge and qualifications in human rights, gender and child rights will be an added qualification;
- d) Should be not less than 25 years and not more than 45 years of age on the closing date of application;
- e) 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.101,300.00 (including EPF 12% + ETF 3%)**
- **Selection: by an interview**

### 4. Assistant Course Coordinators

(No of Vacancies - 03)

- a) Bachelor's Degree; **OR**
- b) Equivalent qualifications acceptable to the UOC;
- c) Minimum of 01-year experience in coordinating and implementing courses;
- 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.61,050.00 (including EPF 12% + ETF 3%)**
- **Selection: by an interview**

### 5. Secretarial Executive

(No of Vacancy - 01)

- 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.78,300.00 (including EPF 12% + ETF 3%)**
- **Selection: by an interview**

**6. Project Coordinator**  
(No of Vacancies - 02)

- a) Bachelor's Degree in Law / Social Sciences and;
- b) Record of Publications; **OR**
- c) equivalent qualifications acceptable to the UOC;
- d) Minimum of 03 years' experience in coordinating and implementing projects;
- 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.78,300.00 (including EPF 12% + ETF 3%)**
- **Selection: by an interview**

**7. Academic Coordinator** (Part-time Assignment)

Master of Human Rights and Democratisation Programme - **MHRD** (Regional and Local Programme)

- a) Master's Degree from a recognized University in a related field (Human Rights / Law / Social Sciences);
- b) Academic and administrative experience in a higher education setting, including teaching at Master's level;
- c) Measurable experience in implementing policies and procedures to support the execution of postgraduate programme;
- d) Excellent competency in English and Sinhala / Tamil;
- e) Ability to communicate with people from diverse cultures and circumstances with awareness and sensitivity;
- f) Competency in information technology;
- g) Experience in working in a cross-cultural context;
- h) Should be not less than 25 years and not more than 45 years of age on the closing date of application.

- **Terms of appointment: Two-Year Fixed Term Contract. Initially for one year and would be extended up to 2 years based on satisfactory performance)**
- **Monthly Payment for the assignment Rs.150,000.00**
- **Selection: by an interview**

**Deadline**

Applicants must send their cover letter, CV and relevant supporting documents on or before **31.08.2023**

**Application Process**

- 1) Register through the relevant google form available here:  
[cshr.cmb.ac.lk/vacancies](https://cshr.cmb.ac.lk/vacancies)  
**AND**
- 2) Via registered post to:  
The Director, Centre for the Study of Human Rights, Faculty of Law,  
University of Colombo.  
No. 94, Cumaratunga Munidasa Mawatha, Colombo 03.

For information contact: **0112 503021**

**The Registrar**  
**College House**  
**University of Colombo**  
**94, Cumaratunge Munidasa**  
**Colombo 03.**  
**17.08.2023**