



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

VACANCIES

Applications will be entertained from suitably qualified applicants for the following post at the Centre for the study of Human Rights, Faculty of Law, University of Colombo.

Administrative Assistant

Minimum Qualifications

- 1) G.C.E Ordinary Level (O/L) Examination in Six (06) subjects at one sitting with credit passes in:
 - i. Sinhala Language/ Tamil Language
 - ii. English Language / English Literature
 - iii. Mathematics
- 2) G.C.E. Advanced Level (A/L) Examination (passing 3 subjects at one sitting except the Common General Test Paper) and National Vocational Qualification (NVQ) Level 5 or 6 or equivalent qualification acceptable to the University of Colombo.
- 3) Minimum 02 years of experience in administrative related work including secretarial work.
- 4) A high level of skills in Microsoft Office (Word, Excel, PowerPoint etc.).
- 5) Fluency in spoken and written English, and Sinhala/Tamil.
- 6) Should be not less than 25 years and not more than 45 years of age on the closing date of application.
 - ***Terms of appointment: one year - fixed term contract including 06 months' probation period.***
 - ***All-inclusive Monthly Contract Sum (Gross + EPF 12% +ETF 3%): Rs. 61,050/-***
 - ***Selection: by an interview.***

GENERAL CONDITIONS

Deadline:

Applicants must send the following documents on or before **07.02.2024**

- Cover letter
- Curriculum Vitae
- Certified true copies of the following documents
 - National Identity Card
 - Educational Certificates
 - Service Certificates

Application Process:

Via registered post to: The Director, Centre for the Study of Human Rights, Faculty of Law, University of Colombo or No. 94, Cumaratunga Munidasa Mawatha, Colombo 03 (***Please indicate the post that you are applying on the top left hand corner of the envelope***) **and** send the electronic copies to e-mail address of deputydirector@cshr.cmb.ac.lk (***Please indicate the Post that you are applying on the subject line***)

The Registrar
University of Colombo
Colombo 03.
24.01.2024