



**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**