



Upholding 30 Years of Excellence in Human Rights Education & Research

Centre for the Study of Human Rights

Faculty of Law, University of Colombo, Sri Lanka

VACANCIES

Applications are called from eligible candidates for the following positions:

- 1. Project Manager**
 - a) Master's Degree in Law/Social Sciences with a research component and a record of publication;
 - b) 10 years of work experience in project management and administration, proposal writing, reporting, preparing budgets and liaising with funders; supervising projects and proofs on projects conducted and managed.
 - c) Prior knowledge and qualifications relating to law, human rights, gender, child rights, and social science research will be added qualifications.
- 2. Information Technology Officer (E-learning & Web administration)**
 - (a) Bachelor's Degree in Information Technology
 - (b) 10 years of work experience related to application of information technology in e-learning, Moodle and Network administration, Web Administration, designing annual reports, newsletters, journals, managing learning management systems.
 - (c) Prior knowledge and qualifications in Human Rights, gender, and child rights will be added qualifications.
- 3. Programme Coordinator**
 - (a) Bachelor's Degree in Law/ Social Sciences;
 - (b) 5 years of experience in coordinating and implementing programmes.
 - (c) Prior knowledge and qualifications in human rights, gender, and child rights will be added qualifications.
- 4. Assistant Programme Coordinator/s**
 - (a) GCE A/L and Diploma or equivalent NVQ level;
 - (b) 5 years of experience in coordinating and implementing programmes.
 - (c) Prior knowledge and qualifications in human rights, gender, and child rights will be an added qualifications
- 5. Secretary cum Front Officer**
 - (a) GCE A/L and Secretarial qualification from a recognized institution
 - (b) 5 years of experience in secretarial work, organizing management and other meetings, correspondence, logistics arrangement, preparation of documentations for programmes
 - (c) Prior knowledge and qualifications in Human Rights, gender, and child rights will be added qualifications

If you are an eligible candidate for the above post/s send us your Curriculum Vitae along with copies of relevant testimonials on or before 15th June 2021 to the following address by registered post with the name of post applied in the left hand top corner.

E-mail the same to: suyangoda@admin.cmb.ac.lk and deputydirector@cshr.cmb.ac.lk

The Deputy Registrar

Faculty of Law, University of Colombo

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