

VACANCY



LEGAL OFFICER (ON ASSIGNMENT BASIS) Postgraduate Institute of Medicine (PGIM), University of Colombo



The Postgraduate Institute of Medicine (PGIM), University of Colombo invites applications from suitably qualified and experienced individuals for the position of **Legal Officer** on an assignment basis.

Qualifications and Experience

- Must be an **Attorney-at-Law** of the Supreme Court of Sri Lanka.
- Bachelor's Degree in Law from a **recognized University/ Higher Education Institution (HEI)**.
- A minimum of **ten (10) years of post-qualifying experience** in:
 - o Court work
 - o Legal practice
 - o Drafting legal documentation

Experience should have been gained in an executive capacity in a State or reputed private sector organization.

- Possession of a **Master's Degree in Law/ Legal Studies** or a relevant postgraduate qualification will be considered an added advantage.

Key Responsibilities

- Provide legal advice and guidance on matters referred to by the Board of Management.
- Interpret statutes, regulations, and institutional policies.
- Liaise with the Attorney General's Department and other relevant authorities.
- Assist in handling litigation, disciplinary matters of the Institute, and contractual issues, including managing litigation-related matters and coordinating legal proceedings on behalf of the Institute.
- Draft and review legal documents, agreements, and official correspondence.
- Handle and prepare responses relating to RTI, HRC, labour matters, and court cases, including proceedings before the Court of Appeal, Supreme Court, and District Courts.
- Attend meetings and provide legal input and advice where required.

Work Arrangement

- Required to work a **minimum of three (03) sessions per week** at PGIM.
- One session will typically be **3–4 hours**.

Remuneration

- **LKR 10,000/- per session**.
- Monthly remuneration will **not exceed LKR 180,000/-**, based on the number of sessions completed.

Personal Attributes

- Strong interpersonal and communication skills.
- Ability to work effectively as a team player.
- High level of integrity and professionalism.
- Strong commitment and disciplined work ethic.

Method of Application

Interested candidates are requested to submit their **Curriculum Vitae along with copies of relevant certificates** to reach the undersigned on or before **18.05.2026**.

Method of Selection

Selection will be made purely on merit through an interview process.

Director

**Postgraduate Institute of Medicine (PGIM)
University of Colombo**