

Vacancy for the Post of Temporary Program Coordinator – Faculty of Medicine

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University of Jaffna – Sri Lanka

Faculty of Medicine

Vacancy for the Post of Temporary Program Coordinator

Applications are invited from suitably qualified candidates for the post of Temporary Program Coordinator (Vacancy: 01 Post). Applicants should possess a minimum of two (2) years of experience in coordinating health-related activities or programs. Preference will be given to candidates who have completed relevant training or courses focused on improving the health and well-being of communities and families.

The selected candidate will be responsible for managing all program activities, maintaining accurate records, preparing periodic reports, following up patients to ensure adherence to treatment protocols, scheduling appointments and clinical sessions, acting as a point of contact for patient queries, monitoring the availability of drugs and consumables, coordinating procurement and inventory management, assisting in staff scheduling, facilitating communication among program staff, ensuring compliance with hospital protocols and ethical standards, supporting monitoring of patient outcomes, organizing meetings and training sessions, and assisting with data entry and research activities.

Remuneration: A monthly salary of LKR 54,348.00 will be paid.

The eligible candidates are requested to submit scanned copies of relevant certificates and a duly completed application using the prescribed format.

The application form can be downloaded from the Faculty of Medicine website or [Click Here](#). The duly filled application, along with copies of all required documents, must be submitted **on or before Tuesday, 4th August 2026 to the following address.**

Senior Assistant Registrar,
Faculty of Medicine,
University of Jaffna,
Adiyapatham Road,
Kokuvil, Jaffna.

A non-refundable fee of Rs. 1,000.00 must be paid by bank deposit to the People's Bank in favor of the Bursar, University of Jaffna, using Payee Code: 32675013 and Payment Code: 00900381. A copy of the bank deposit slip should be attached to the application.

Guidance for making the payment is attached herewith for your reference.

Eligible candidates will be notified of the interview date via email.

Registrar,
University of Jaffna.