



UNIVERSITY OF KELANIYA VACANCIES

ANALYTICS CONSULTANCY CENTRE (ACC) – DEPARTMENT OF STATISTICS & COMPUTER SCIENCE

Project Coordinator (On Contract)

Applications will be entertained up to 21.08.2026 for the above post

Overview:

Analytics Consultancy Centre (ACC), Department of Statistics & Computer Science, invites applications from suitably qualified, dynamic and committed individuals for the position of Project Coordinator of the Centre. The role involves supporting both administrative and project-related functions, with a strong focus on capacity-building initiatives. This position offers significant professional exposure in academic coordination, research methods, analytics, and international collaboration through the partnership between the University of Kelaniya and University College London (UCL).

Qualifications:

- 1) A Bachelor's Honours/ Special Degree with specialisation in any subject with First or Second Class (Upper Division) (A person awaiting results could also apply).
- OR
- 2) A Bachelor's Honours/ Special Degree with specialisation in any subject with Second Class (Lower Division) (A person awaiting results could also apply).
- OR
- 3) A three-year Bachelor's Degree together with a one-year Master's Degree in a relevant field (A person awaiting results could also apply).
- 4) Preferences will be given to those who possess the following.
 - a) Knowledge in Statistics and ability to use software packages such as R, STATA, etc.
 - b) Strong communication, interpersonal, organisational, and analytical skills.
 - c) Proficiency in English and Sinhala and/or Tamil.
 - d) Demonstrated experience in programme coordination, student support services, or community engagement, ability to work independently and collaboratively.
- 5) Candidates should secure an acceptable mark at the interview.

Key Responsibilities

- 1) Manage administrative tasks, prepare progress reports and overall coordination of ACC.
- 2) Lead and implement capacity-building programs, including the national-level *Future Leaders* initiative.
- 3) Organise workshops and short courses (virtual and in-person) for undergraduates and the public.
- 4) Develop training materials, certificates, and course summaries for short courses and workshops.
- 5) Record and monitor financial transactions and handle procurement documentation.
- 6) Apply institutional policies and administrative procedures in daily operations.

Terms of Appointment

- 1) Time duration: Appointment will be made on a contract basis for a period of six months, with the possibility of extension for a further six months based on performance and progress.
- 2) Salary: A monthly salary of Rs. 70,000/-.
- 3) Selection: By Interview. Suitable candidates will be called for an in-person interview.

Eligibility

- 1) Should be a citizen of Sri Lanka.
- 2) Should be not less than 18 years and not more than 30 years of age on the closing date of applications.
- 3) Should be of good Character and sound physical health.

How to apply:

Interested candidates are invited to submit their cover letter and curriculum vitae (CV) via the Google Form provided below.

- Deadline for submission: **On or before 21st August 2026.**
- Upload your cover letter and CV through the Google Form link:
<https://forms.gle/5oPfBH2StLNjtn2B6>
- Candidates are required to show all the original certificates and service letters during the interview.

Director/ Analytics Consultancy Centre
Department of Statistics & Computer Science
Faculty of Science, University of Kelaniya