



UNIVERSITY OF COLOMBO, SRI LANKA
FACULTY OF LAW
CENTRE FOR THE STUDY OF HUMAN RIGHTS

VACANCIES

Applications will be entertained from suitable qualified applicants for the following posts at the Center for the Study of Human Rights, Faculty of Law, University of Colombo.

**01. ADMINISTRATIVE
ASSISTANT**

- a) G.C.E. Advanced Level and Diploma or NVQ Level
OR
 - b) Equivalent qualification acceptable to the University of Colombo.
AND
 - c) Minimum 02 years of experience in admin related work.
 - d) Proficiency in Microsoft Office (Word, Excel, PowerPoint etc.).
 - e) Fluency in spoken and written English and Sinhala/Tamil.
 - f) Should be not less than 25 years and not more than 45 years of age on the closing date of application.
- *Term of appointment: (01) One Year*
 - *Rs. 35,000/- + Cost of Living Allowance + Other Approved Allowance EPF (12%) + ETF (3%)*
 - *Selection: by interview*

General Conditions:

This appointment is on a contract basis, initially for a period of one year. However, the University may consider extending the service of the selected candidate depending on satisfactory performance and the requirements of the University during the period of the contract.

Deadline: Applicants must send the following documents on or before **04.09.2026**

- a) Cover Letter
- b) Curriculum Vitae
- c) Certified true copies of the following documents (National Identity Card/Educational Certificates/Service Certificates)

Application Process:

- 1) Submit/Register through the relevant **Google Form** available here: cshr.cmb.ac.lk/vacancies

AND

- 2) By **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

Please indicate the **position** that you are applying for on the **top left-hand corner of the envelope**)

The Registrar
University of Colombo
Colombo 03.
21.08.2026