



**UNIVERSITY OF COLOMBO
SRI LANKA**

VACANCY (ON CONTRACT)

The University of Colombo invites applications for the following position from the citizen of Sri Lanka to be attached to the International Office, College House, University of Colombo.

01. COORDINATOR (ON CONTRACT BASIS) - 01

Qualifications

1. A Bachelor degree from a university recognized by the UGC.
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2. Preferred to have an experience in same level minimum one year period.
3. Should be a citizen of Sri Lanka and should be a good character.

Skills and Abilities

1. Excellent verbal and written communication skills.
2. Strong negotiating skills and good interpersonal relations.
3. High level of proficiency in written and spoken English.
4. Ability to work quickly and accurately to meet deadlines.
5. Intermediate keyboard skills, including Microsoft Word, excel, PowerPoint and Access.
6. Ability to prioritise own workload.
7. Good organisational skills.

Age	:	30 - 45 years
Remuneration	:	Rs. 60,000/- + Cost of Living Allowance + EPF (12%) + ETF (3%) and government approved allowance Rs. 5,000/- as per UGC Circular No. 02/2022
Period of Contract	:	One year
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 requirement of the university during the period of the contract.

Applications can be downloaded from the university website www.cmb.ac.lk

Duly filled applications should be sent to “**Senior Assistant Registrar/Non-Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03**” by registered post on or before **16.02.2024**. The Post applied for should be marked on the top left-hand corner of the envelope. Photocopies of the relevant certificates should be sent to verify the eligibility and applications which are not supported with such certificates will be rejected.

Acting Registrar
University of Colombo
Colombo 03.
22.01.2024