



VACANCY

Project Assistants

(On contract basis)



Two Project Assistants are required for **immediate** employment by the Centre for Meditation Research (CMR), Faculty of Medicine, University of Colombo.

Qualifications:

- A Degree from a UGC recognized University (Priority will be given to applicants with a degree in psychology)
- The ideal candidate should have an excellent academic background.
- Experience in research, procurement and inventory control preferred.
- Good Administrative Skills
- Excellent command of spoken and written English
- Good IT skills

Job Description:

- Actively organize management and scheduling needs
- Rearrange schedules to accommodate last-minute changes and emergency cancellations
- Arrange and facilitate meetings
- Prepare documents for external or internal communications
- Analyze data and create reports
- Assist in research related to meditation
- Act as the liaison between different departments and senior staff members
- Plan and facilitate the wide events, training courses and services that senior staff has created

Apply before 5th April 2024

E-mail your resume to cmr@med.cmb.ac.lk coping malkanathi@med.cmb.ac.lk with names of two non-related referees indicating the post applied-for in the subject line.

Or

Hand over the resume to the Centre for Research Development and Innovation (CRDI), Faculty of Medicine, University of Colombo