



## **Local Project Coordinator Vacancy**

Faculty of Science  
University of Colombo



We are seeking a highly organized and proactive individual to join our team at the University of Colombo, Faculty of Science as a Local Project Coordinator (LPC) for an official development assistance programme (ODA) administered by Sungkyunkwan University, South Korea. As an LPC, you will play a vital role in assisting faculty members, managing project operations and supporting logistics for faculty mobility, contributing to the success of our projects with the Sungkyunkwan University, South Korea.

### **Key Responsibilities:**

Managing administrative tasks related to the ODA project and the Biomolecular Sciences and Industrial Biotechnology programme including,

- Regular meeting preparation: Monthly progress reports, presentation (in PowerPoint format), [online/offline] meeting arrangement, meeting proceeding
- Maintaining communication regarding the project from the project headquarter in South Korea (Sungkyunkwan University) and the funding agency (National Research Foundation of Korea) and preparation of local consultation
- Providing of logistic support to faculty members and delegates from South Korea and Sri Lanka: itinerary preparation, arrangement of meetings with government and/or UGC personnel, reservation for accommodation, local transportation, and meeting rooms
- Support for equipment/instrument procurement: list up equipment/instruments requested, preparation for local bidding for procurement, arrangement of procurement evaluation committee, checking installation and training for procured equipment/instruments. Familiarity with procurement system in public university will be an advantage as well.

In addition, LPC will be required to serve as an assistant to a faculty coordinator at University of Colombo, Faculty of Science.

- Candidates with a degree in a relevant field, proficiency in English and Microsoft office packages and having previous experience in administering similar projects will be given priority.
- Attractive salary will be provided.

To apply for the Local Project Coordinator position, please submit your resume and cover letter to [sangholee@skku.edu](mailto:sangholee@skku.edu) on or before 13<sup>th</sup> January 2025.

Inquiries:

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