



Upholding 30 Years of Excellence in Human Rights Education & Research

## Centre for the Study of Human Rights

Faculty of Law, University of Colombo, Sri Lanka

### VACANCIES

Applications are called from eligible candidates for the following positions:

- 1. Project Manager**
  - a) Master's Degree in Law/Social Sciences with a research component and a record of publication;
  - b) 10 years of work experience in project management and administration, proposal writing, reporting, preparing budgets and liaising with funders; supervising projects and proofs on projects conducted and managed.
  - c) Prior knowledge and qualifications relating to law, human rights, gender, child rights, and social science research will be added qualifications.
  
- 2. Information Technology Officer  
(E-learning & Web administration)**
  - (a) Bachelor's Degree in Information Technology
  - (b) 10 years of work experience related to application of information technology in e-learning, Moodle and Network administration, Web Administration, designing annual reports, newsletters, journals, managing learning management systems.
  - (c) Prior knowledge and qualifications in Human Rights, gender, and child rights will be added qualifications.
  
- 3. Programme Coordinator**
  - (a) Bachelor's Degree in Law/ Social Sciences;
  - (b) 5 years of experience in coordinating and implementing programmes.
  - (c) Prior knowledge and qualifications in human rights, gender, and child rights will be added qualifications.
  
- 4. Assistant Programme Coordinator/s**
  - (a) GCE A/L and Diploma or equivalent NVQ level;
  - (b) 5 years of experience in coordinating and implementing programmes.
  - (c) Prior knowledge and qualifications in human rights, gender, and child rights will be an added qualifications
  
- 5. Secretary cum Front Officer**
  - (a) GCE A/L and Secretarial qualification from a recognized institution
  - (b) 5 years of experience in secretarial work, organizing management and other meetings, correspondence, logistics arrangement, preparation of documentations for programmes
  - (c) Prior knowledge and qualifications in Human Rights, gender, and child rights will be added qualifications

If you are an eligible candidate for the above post/s send us your Curriculum Vitae along with copies of relevant testimonials on or before 15<sup>th</sup> June 2021 to the following address by registered post with the name of post applied in the left hand top corner.

E-mail the same to: [suvangoda@admin.cmb.ac.lk](mailto:suvangoda@admin.cmb.ac.lk) and [deputydirector@cshr.cmb.ac.lk](mailto:deputydirector@cshr.cmb.ac.lk)

**The Deputy Registrar**

**Faculty of Law, University of Colombo**

**PO Box 1490, Cumaratunge Munidasa Mawatha, Colombo 03.**

**For information contact 0112 500879**