



**VACANCY – LEGAL OFFICER (ON ASSIGNMENT BASIS)**  
**Postgraduate Institute of Medicine (PGIM), University of Colombo**



The Postgraduate Institute of Medicine (PGIM), University of Colombo invites applications from suitably qualified and experienced individuals for the position of **Legal Officer** on an assignment basis.

**Qualifications and Experience**

- Must be an **Attorney-at-Law** of the Supreme Court of Sri Lanka.
- Bachelor's Degree in Law from a **recognized University/ Higher Education Institution (HEI)**.
- A minimum of **ten (10) years of post-qualifying experience** in:
  - Court work
  - Legal practice
  - Drafting legal documentation

*Experience should have been gained in an executive capacity in a State or reputed private sector organization.*

- Possession of a **Master's Degree in Law/ Legal Studies** or a relevant postgraduate qualification will be considered an added advantage.

**Key Responsibilities**

- Provide legal advice and guidance on matters referred to by the Board of Management.
- Interpret statutes, regulations, and institutional policies.
- Liaise with the Attorney General's Department and other relevant authorities.
- Assist in handling litigation, disciplinary matters of the Institute, and contractual issues, including managing litigation-related matters and coordinating legal proceedings on behalf of the Institute.
- Draft and review legal documents, agreements, and official correspondence.
- Handle and prepare responses relating to RTI, HRC, labour matters, and court cases, including proceedings before the Court of Appeal, Supreme Court, and District Courts.
- Attend meetings and provide legal input and advice where required.

**Work Arrangement**

- Required to work a **minimum of three (03) sessions per week** at PGIM.
- One session will typically be **3–4 hours**.

**Remuneration**

- **LKR 10,000/- per session**.
- Monthly remuneration will **not exceed LKR 180,000/-**, based on the number of sessions completed.

### **Personal Attributes**

- Strong interpersonal and communication skills.
- Ability to work effectively as a team player.
- High level of integrity and professionalism.
- Strong commitment and disciplined work ethic.

### **Method of Application**

Interested candidates are requested to submit their **Curriculum Vitae along with copies of relevant certificates** to reach the undersigned on or before **18.05.2026**.

### **Method of Selection**

Selection will be made purely on merit through an interview process.

### **Director**

Postgraduate Institute of Medicine (PGIM)  
University of Colombo