



UNIVERSITY OF COLOMBO, SRI LANKA
FACULTY OF MEDICINE
UCFM SOUVENIR SHOP & COLOMBO MEDICAL FACULTY PUBLISHER
VACANCY

Faculty of Medicine, University of Colombo is calling applications from suitably qualified candidates for the following post to manage the activities relating to the UCFM Souvenir Shop and Colombo Medical Faculty Publisher, Faculty of Medicine, University of Colombo.

POST OF MANAGEMENT ASSISTANT- CONTRACT

Job Profile :

- Oversee the daily operations of the UCFM Souvenir Shop & and Colombo Medical Faculty Publisher
- Manage inventory, ordering, and stock control
- Maintain accurate sales records, financial records and prepare regular reports
- Handle customer service, billing, and cash transactions
- Coordinate with suppliers and administrative staff

Qualifications:

1. Should have passed G.C.E. (O/L) Examination in six subjects at one sitting with credit passes in:
 - i. Sinhala Language/Tamil Language
 - ii. English Language/English Literature
 - iii. Mathematics
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2. Should have passed in all subjects at G.C.E. (A/L) examination (except the Common General paper) at one sitting. (Passing in 3 subjects under the old syllabus at one sitting would be sufficient for this purpose)
3. Preference will be given to those who possess the following.
 - a) An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.
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 - b) Two years of experience in the use of computer application packages.

Note: Eligibility

- a. Should be a citizen of Sri Lanka.
- b. Should be of good character.

Age : Between 18 - 30 years

Monthly Remuneration : Rs. 49,475/- + (COL) + EPF (12%) + ETF (3%) (Commission Circular No. 02/2025)

Period : One year on a contract Basis. (Renewable, depending on the performance Maximum up to two years, and the needs of the University)

No of Vacancy : 01

GENERAL CONDITIONS

This appointment is **on a contract basis** initially for one year. However, the University may extend the service a maximum of two years to the selected candidate, depending on work requirements and satisfactory performance during the period of assignment.

Applicants are required to complete the Google Form provided below **on or before 01-12-2025.**

Please complete the online application form at the following link:

Google Form Link:

https://docs.google.com/forms/d/e/1FAIpQLSdadFIjtN_4ODKCW8U5sWYhcvFZ2a9xQkCZkkNyzTwMXVpyUg/viewform?usp=dialog

Please check the University website (www.cmb.ac.lk) and (med.cmb.ac.lk).

Applications received after the closing date will not be considered. Incomplete applications will be rejected.

Registrar

University of Colombo
94, Cumaratunga Munidasa Mawatha
Colombo 3

17th November 2025