



UNIVERSITY OF COLOMBO, SRI LANKA
FACULTY OF LAW
CENTRE FOR THE STUDY OF HUMAN RIGHTS

VACANCIES

Applications will be entertained from suitable qualified applicants for the following posts at the Center for the Study of Human Rights, Faculty of Law, University of Colombo.

01. Office Manager

- a) Bachelor's Degree in Management / Human Resource Management or equivalent qualification acceptable to the University of Colombo.
 - b) Minimum 05 years of experience in the relevant field including Human Resource Management.
 - c) Proficiency in English and Sinhala/Tamil.
 - d) Should be not less than 25 years and not more than 45 years of age on the closing date of application.
- *Term of appointment: (01) One Year*
 - Rs. 75,000/- + Cost of Living Allowance + Other Approved Allowance EPF (12%) + ETF (3%)
 - *Selection: by interview*

02. Finance Manager

- a) Bachelor's degree and /or related professional qualifications or equivalent qualifications acceptable to the University of Colombo.
 - b) Minimum 05 years of experience in the position of Finance Officer.
 - c) Should be not less than 25 years and not more than 45 years of age on the closing date of application.
- *Term of appointment: (01) One Year*
 - Rs. 85,000/- + Cost of Living Allowance + Other Approved Allowance EPF (12%) + ETF (3%)
 - *Selection: by interview*

03. Project Manager

- a) Bachelor's degree in Law/ Social Sciences and
 - b) Master of Law/ Social Sciences with a research component and
 - c) Records of publication or
 - d) Equivalent qualifications acceptable to the University of Colombo.
 - e) Minimum 05 years in relation to project (project management and administration, proposal writing, reporting, preparing budgets and liaising with funders, supervising projects and proofs on project conducted and managed)
 - f) Should be not less than 25 years and not more than 45 years of age on the closing date of application.
- *Term of appointment: (01) One Year*
 - Rs. 100,000/- + Cost of Living Allowance + Other Approved Allowance EPF (12%) + ETF (3%)
 - *Selection: by interview*

**04. IT/Communication
Executive**

- a) Bachelor's Degree in IT or
- b) Equivalent qualification acceptable to the University of Colombo.
- c) Minimum 04 years of work-related experience in e-learning and web administration, managing LMS and IT related work.
- d) Age limit - Should be not less than 25 years and not more than 45 years of age on the closing date of application.
 - *Term of appointment: (01) One Year*
 - Rs. 70,000/- + Cost of Living Allowance + Other Approved Allowance EPF (12%) + ETF (3%)
 - *Selection: by interview*

05. Project Coordinator

- a) Bachelor's degree in Law/ Social Sciences and
- b) Records of publication or
- c) Equivalent qualifications acceptable to the University of Colombo.
- d) Minimum 03 years' experience in coordinating and implementing projects.
- e) Should be not less than 25 years and not more than 45 years of age on the closing date of application.
 - *Term of appointment: (01) One Year*
 - Rs. 50,000/- + Cost of Living Allowance + Other Approved Allowance EPF (12%) + ETF (3%)
 - *Selection: by interview*

06. Course Coordinator

- a) Bachelor's Degree or equivalent qualification acceptable to the University of Colombo.
- b) Minimum 03 years of experience in coordinating and implementing courses.
- c) Proficiency in Microsoft Office (Word, Excel, PowerPoint etc.).
- d) Fluency in spoken and written English and Sinhala/Tamil.
- e) Age limit - Should be not less than 25 years and not more than 45 years of age on the closing date of application.
 - *Term of appointment: (01) One Year*
 - Rs. 50,000/- + Cost of Living Allowance + Other Approved Allowance EPF (12%) + ETF (3%)
 - *Selection: by interview*

07. Administrative Assistant

- a) G.C.E. Advanced Level and Diploma or NVQ Level or
- b) Equivalent qualification acceptable to the University of Colombo.
- c) Minimum 02 years of experience in admin related work.
- d) Proficiency in Microsoft Office (Word, Excel, PowerPoint etc.).
- e) Fluency in spoken and written English and Sinhala/Tamil.
- f) Should be not less than 25 years and not more than 45 years of age on the closing date of application.
 - *Term of appointment: (01) One Year*
 - Rs. 35,000/- + Cost of Living Allowance + Other Approved Allowance EPF (12%) + ETF (3%)
 - *Selection: by interview*

General Conditions:

This appointment is on a contract basis, initially for a period of one year. However, the University may consider extending the service of the selected candidate depending on satisfactory performance and the requirements of the University during the period of the contract.

Deadline: Applicants must send the following documents on or before **04.09.2025**

Application Process:

- a) Cover Letter
- b) Curriculum Vitae
- c) Certified true copies of the following documents
(National Identity Card/Educational Certificates/Service Certificates)

- 1) Submit/Register through the relevant **Google Form** available here:
cshr.cmb.ac.lk/vacancies

AND

- 2) By **Registered Post** to:
The Director, Centre for the Study of Human Rights (CSHR),
Faculty of Law, University of Colombo
No. 94, Cumaratunga Munidasa Mawatha
Colombo 03
Please indicate the **position** that you are applying for on the **top left-hand corner of the envelope**)

The Registrar
University of Colombo
Colombo 03.
12.08.2025