

Vacancy for a Project Assistant

Accelerating Higher Education Expansion and Development (AHEAD)

Department of International Relations

Faculty of Arts

University of Colombo

The Department of International Relations calls applications from suitable candidates for the post of Project Assistant of the AHEAD (ELTA/ ELSE) program

Job Description

1. Project assistant is expected to handle documentation and assist activities proposed by the project
2. Assist to prepare reports, budgets for activities and presentations
3. Data entering and processing
4. Capable of coordinating and managing all logistics related to workshops, conferences, training camps and field excursions
5. Period- Three Years (full time)
6. A monthly allowance will be paid

Qualifications

1. Bachelor's degree in any field. Preference will be given for candidates from the fields of Social Sciences and Management
2. Literacy in IT and Computer Skills
3. Good communication and writing skills in English
4. Ability to work in challenging environment and team work
5. Innovation, Self motivation, Hardworking and Leadership

Closing Date: 11th February 2020

How to apply: Updated Curriculum Vitae (CV) can be sent under registered post to reach the Head, Department of International Relations, Faculty of Arts, and University of Colombo and a copy of the CV should be emailed to chaminda@inr.cmb.ac.lk. For further information contact the department via 0112500433.