

Vacancy for the Post of Project Assistant (01 Post)

Accelerating Higher Education Expansion and Development Project (AHEAD) Department of Sociology

Applications are invited for the above Post in the Department of Sociology, Faculty of Arts, University of Colombo for the Accelerating Higher Education Expansion and Development Project (AHEAD).

Qualifications:

- Passed G.C.E. Advanced Level Examination
- Fluency in English
- Competency in Ms Office package
- Previous work experience in a similar capacity would be considered as an added qualification

The successful candidate will be responsible for the following responsibilities and duties:

- Work collaboratively with the project and activity coordinators of the AHEAD departmental team
- Organize and monitor schedules and events associated with the project in accordance to the set deadlines
- Coordinate efforts within the team and with outside consultants efficiently
- Report updates verbally and in written form to the AHEAD office
- Monitor budget and help ensure resources are used efficiently
- Complete any necessary administrative tasks

Interested candidates may post their CV to following postal address or email to **info@soc.cmb.ac.lk** on or before **13th of November, 2019**.

Postal Address:

*Head,
Department of Sociology
Faculty of Arts,
University of Colombo
Colombo 03*