

NOTICE

Post of Research Assistant Quality Assurance (QA) Cell, Faculty of Arts University of Colombo

Applications will be entertained by the Dean/Faculty of Arts for the Post of Graduate Trainee- QA Cell of the Faculty of Arts, University of Colombo. The Research Assistant will work closely with the Dean/ Arts, Chairperson of the QA Cell and Deputy Registrar of the Faculty of Arts in all QA related activities of the Faculty. The appointment will be on full time Six Month contract basis, could be renewable for another year.

The applicant should have an undergraduate degree from a recognized university, at least six months to one year's experience in office work, a good working knowledge of English, good knowledge of Sinhala and or Tamil, communicative skills, correspondence/writing skills including drafting letters, memos and taking minutes at meetings, good working knowledge in Microsoft office packages and email, knowledge in other data bases as required by the QA Cell.

The applicant should have a pro-active, outgoing personality and ideally be below 40 years of age.

The application should include a covering letter, self-prepared bio data, and the names, designations and contact information of two referees. Applications should be sent to the Deputy Registrar, Faculty of Arts, University of Colombo, "**on or before 05/09/2019.**"

Short listed candidates will be called for the final interview.

The remuneration for the Post of Graduate Trainee will be Rs.35,556.00 per month. The successful candidate will become a member of the Employees Provident Fund and make contribution equivalent to 8% of his/her monthly earnings and the University will contribute 12% of the same. In addition, the University will make a further contribution equivalent to 3% of his/her monthly allowance to the Employees Trust Fund.

Deputy Registrar / Faculty of Arts

15/08/2019