

## **NOTICE**

### **Post of Demonstrator** **Career Guidance Unit, Faculty of Arts**

Applications are called for the Post of Demonstrator in the Career Guidance Unit, Faculty of Arts, of the University of Colombo. The demonstrator will work closely with the director of the Career Guidance Unit. The appointment will be on full-time, six-month contract basis, and renewable for another year based on performance.

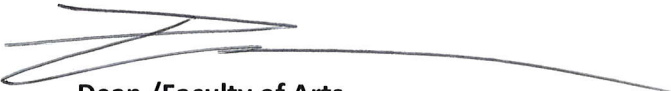
The applicant should have a Bachelor's Degree from a recognized university, and should have a good command in English, communicative skills, computer skills, e-mail correspondence and writing skills including drafting letters, memos and taking minutes at meetings. He or she should be able to work long hours and should have the ability to organize workshops, meetings and handle relevant logistics. Prior working experience will be an added qualification.

The applicant should have a pro-active, outgoing personality and ideally be below 35 years of age.

The application should include a covering letter, curriculum vitae, and the names, designations and contact information of two referees. Applications should be handed over to the Deputy Registrar, Faculty of Arts, Reid Avenue, Colombo 07 **on or before 02<sup>nd</sup> October 2020**.

Short listed candidates will be required to sit for an aptitude test in English.

The remuneration for the Post of Demonstrator will be Rs.40, 000.00 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.

  
**Dean /Faculty of Arts,**  
**Reid Avenue**  
**Colombo 07.**  
**16.09.2020**