

# Notice

## Post of Activity Coordinator Youth Wellness Centre, Faculty of Arts, University of Colombo

Applications will be received by the Dean/Faculty of Arts for the Post of Activity Coordinator of the Youth Wellness Centre. The Activity Coordinator will be responsible for the overall administration and management of the Youth Wellness Centre. This is one-year contract appointment and could be renewable based on performance.

**a) Academic/professional Qualification required:**

Senior Lecturer Grade II post equivalent qualification and academic experience. Preferably with a Diploma or a Certificate qualification in public health, counselling, Human Resource Management.

**b) Experience:**

- I. Minimum of (03) years working experience in university academic position, training, capacity building and Human Resource Management
- II. Experience in working with the youth in the educational sector
- III. Proficiency in languages including Sinhala, Tamil and English and proficiency in office software applications, web-based management and ERP financial systems

The applicant should have a pro-active, outgoing personality and ideally 35-50 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 or emailed (drmedfac@med.cmb.ac.lk) to the Deputy Registrar, Faculty of Arts, University of Colombo, on or before 10<sup>th</sup> March 2023.

Short listed candidates will be called for the final interview.

An attractive remuneration will be paid for the service.

Dean  
Faculty of Arts,  
University of Colombo  
07/01/2023

