



Centre For Environmental Law and Policy Faculty of Law, University of Colombo, Sri Lanka



VACANCY

01-Finance Assistant -1 (Full Time)

Application are invited from suitable candidates for the post of Finance Assistant (on Contract) to serve in the Centre for the Environmental Law & Policy, Faculty of Law, University of Colombo. **Qualifications:**

- Should have Bachelor degree in subject disciplines of Finance & Management
- Preference will be given to those who possess the following
 - 5 years' experience in required area and Project experiences
 - 3-years' of experience in the use of computer application packages.
- High level of experience in project handling & English
- Should have pervious experience in preparing Budgets
- Should be a citizen of Sri Lanka
- Should be not less than 18 years and more than 40 years of age on the closing applications.
- Should be of good character and sound physical health.
- Selection by an interview

Remuneration

Salary: Basic- 65,217.39/= (-+EPF+ETF will be paid)

02-Office Aid -1 (Full Time)

Qualifications:

- Should have passed the G.C.E. (O/L) Examination in six subjects with at least 2credit passes in not more than two sittings.
- Should be a citizen of Sri Lanka
- Should be not less than 18 years and more than 40 years of age on the closing applications.
- Should be of good character and sound physical health
- The ideal candidates should have the skills including photocopying & scanning
- Selection by an interview

Remuneration

- Rs. 23,500/=+ (cost of living 17,800+5000/) per month (all inclusive)

The Appointment is on a full time assignment basis and initially for a period of 5 months. The assignment can be renewed up to 2 years depending on the performance.

All applications should be submitted by filling out the Google forum under the relevant link on or before 20 September 2024.

Finance Assistant- <https://forms.gle/hMt7Bk33d7U9WYMT9>

Office Aid- <https://forms.gle/bPCD2yzH8HobL5Ui7>

Registrar,
University of Colombo
94, Cumaratunga Munidasa Mawatha
Colombo.