

STUDENT NOTICE

(For Year II & III)

Internship opportunity for undergraduates at the Faculty of Law University of Colombo at the Right to Information Commission

Method of Selection: Based on first or second year results and language competency

Period of Internship: Six months (first batch January- June 2020)

Competencies:

- a. Excellent English AND Sinhala and/or Tamil skills with A grades for either Sinhala or Tamil at G.C.E. O/L and have the capacity to read, write and speak in the said languages.
- b. Attention to detail. e.g. Ability to go through Appeal files and prepare briefs.
- c. IT skills.

Tasks:

Assist the Research Officer/ Legal Consultant in one or more of the following tasks depending on the requirement.

- a) Categorization of letters/appeals
- b) Assisting in the sending out of acknowledgements and notices
- c) Preparing appeal notes
- d) Transcribing the Recordings of Appeal proceedings.
- e) Attend the meetings of the Commission and assisting in the proceedings on at least two days of the month (preferably falling on a Monday or Tuesday of the week).
- f) Translation of Orders of the Commission, press releases and other related documents from English to Sinhala or Tamil and vice versa (upon immediate request as and when it is necessary)
- g) Prepare short research briefs on Appeal specific points of law and briefing the Commission
- h) Prepare brief notes on appeal files and briefing the Commission
- i) Assist in drafting letters in relation to non-compliance with Commission orders
- j) Drafting letters including responses to queries
- k) Assisting in organising Court of Appeal case briefs

Time Commitment:

24 hours per week. With attendance at RTIC meetings (full day 9-5) on at least two days of the month during the first two months, after which the working schedule for the remaining four months can be negotiated and remain flexible.

Interested students are kindly requested to forward their CV's along with a covering letter, on or before 04th December 2019. Kindly submit your applications to the Dean's office. Places for this programme are extremely limited, and you will be notified in due course, whether you have been selected or not.

Dean / Law

14th November 2019