



UNIVERSITY OF COLOMBO, SRI LANKA
FACULTY OF MEDICINE

VACANCY

The Parasitic Disease Research Unit, Department of Parasitology, Faculty of Medicine, University of Colombo is calling for applications from qualified candidates for the vacancies listed below related to a research project funded by the National Institutes of Health, USA.

POST OF TEMPORARY FINANCE & ADMINISTRATIVE ASSISTANT (No of Vacancy 01)

Required Qualifications:

- Should have a Bachelor's degree in Commerce specialized in Accounting and Finance from a recognized university from Sri Lanka
- Prior experience in handling administrative/accountancy duties and staff management of a scientific research project in a university or a research institute for at least 1 year period is a requirement.
- Part or full qualification in Chartered Accounting/ CIMA/ CMA will be added advantage.
- Fluency in English and Sinhala language, excellent interpersonal and communication skills, including electronic communication are mandatory.
- Evidence for his/her ability to work independently and for long hours with efficiency in a fast-paced environment will be viewed favorably.

POST OF TEMPORARY OFFICE ASSISTANT CUM DATA ENTRY (No of Vacancy – 01)

- Should have passed in G.C.E. Advance Level examination with credit passes for each subject at one-sitting.
- Age limit: 24 - 30 years
- Good communication skills in English both oral and written.
- Work experience in related field for at least 01-year period is required.
- Skills in computer-based applications - especially MS Excel, MS Word.
- Additional qualification in office management related fields will be favorably considered.

SALARY AND OTHER CONDITIONS OF APPOINTMENT:

a. Salary / Stipend – will be negotiable based on individual qualifications and work experience.

GENERAL CONDITIONS

Please email your self-prepared application along with the copies of relevant certificates (educational, professional, experience etc.) together with names and addresses, contact numbers, of two non-related referees to the email address [**pdru@med.cmb.ac.lk**](mailto:pdru@med.cmb.ac.lk) with subject line as: '*Application for the post of Finance and Administrative Assistant/ Office Assistant cum Data Entry*', **on or before 30-11-2023.**

Applications received after the closing date will not be considered. Incomplete applications will be rejected.

Acting Registrar,
University of Colombo
94, Cumaratunga Munidasa Mawatha,
Colombo 3.

24-11-2023.