



## Vacancy

Faculty of Medicine, University of Colombo

### **Post of Project Administrative Assistant (contract basis)**

Applications are called for the above post in the Parasitic Disease Research Unit, Department of Parasitology, Faculty of Medicine, University of Colombo to work on a research project funded by the National Institutes of Health, USA.

#### **The work involves:**

1. Managing, coordinating and performing scientific research project administrative activities
2. Initiate and follow up of procurement, purchases and other financial activities liaising with the Accounting Officer of the project and the financial division of the faculty
3. Organizing and coordinating project meetings and events
4. Composing and developing reports and other documentation including meeting minutes
5. Correspondence
6. Coordinating research related activities liaising with the research team members, as required
7. Support the Principal Investigator (PI) of the project as needed to execute daily project activities
8. Performing other related duties as assigned by the PI

#### **Qualifications required:**

1. A Bachelor's degree from a recognized university from Sri Lanka or overseas (Degree with Biology as a subject will be an added advantage).
2. Fluency in English and Sinhala languages and excellent interpersonal and communication skills, including electronic communication
3. Excellent organizing skills
4. Proficiency in Microsoft Office and IT skills
5. Ability to work for long hours with efficiency and independently in a fast-paced environment
6. Ability to work under pressure to meet tight deadlines with attention to detail.

#### **Method of submission of application:**

By e-mail: Please email the cover letter and copy of *curriculum vitae* to Parasitic Disease Research Unit at [pdru@med.cmb.ac.lk](mailto:pdru@med.cmb.ac.lk) with subject line as: "Application for the post of Administrative Assistant"

A salary, stipend or an allowance will be made available strictly based on individual qualifications and work experience.

**Closing date: 30<sup>th</sup> June 2020**

For further details: Please contact Ms. Niuka Perera on Tel. 071-5132651 / email: [pdru@med.cmb.ac.lk](mailto:pdru@med.cmb.ac.lk)

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