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# VACANCY

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## POST OF ADMINISTRATIVE OFFICER CENTRE FOR THE STUDY OF HUMAN RIGHTS UNIVERSITY OF PERADENIYA

Applications are called for the Post of Administrative Officer to the Centre for the Study of Human Rights, University of Peradeniya.

### PERSON SPECIFICATION

- Bachelor's Degree required
- Excellent written and verbal communicational skills
- Proven experience as an Administrative Officer
- Experience in grant writing by coordinating with grant writers or coordinators

### DUTIES AND RESPONSIBILITIES

The successful candidate will be responsible for the duties and responsibilities assigned by the Director, Centre for the Study of Human Rights.

### REMUNERATION

The Administrative Officer will be paid 45,995 /= per month. This includes the basic salary, plus EPF and ETF.

### WORK-DAYS AND LEAVE ENTITLEMENT

The Administrative Officer is expected to be at work five days a week, including Saturday and Sunday. You are entitled to have two days of leave in weekdays per week.

### HOW TO APPLY

Please send your CV with covering letter through registered post to the **Director, Centre for the Study of Human Rights, University of Peradeniya** on or before 20<sup>th</sup> April 2022.

  
Director,  
CSHR/JoP