

**INSTITUTE OF HUMAN RESOURCE ADVANCEMENT**  
*University of Colombo*

**VACANCIES**

Applications will be entertained by the Director for the below mentioned posts on assignment basis:

- **Post of Co-ordinator in Tamil Language**
- **Post of Co-ordinator in Japanese Language**
- **Post of Co-ordinator in Korean Language**
- **Post of Co-ordinator in French Language**

Further Information

**1. Educational Qualifications:**

Applicants should have

- A Bachelor's Degree for which the relevant language has been offered as a subject.

**OR**

- A recognized Proficiency Level / Diploma at least one year in the relevant Language.

**2. Experience:**

At least five (05) years of academic/administrative experience at senior level in recognized educational institutions. Applicants with experience in conducting lectures/ tutorials in the relevant language will be preferred.

**3. Job Description:**

The selected candidate will be mainly responsible to co-ordinate with the students, the academic staff and the Director on matters relating to the implementation of all internal and external teaching and training programmes relevant to Programme. In addition to that schedule programme **work, oversee** daily operations, coordinate other activities of the programme and set priorities for managing the programme.

**4. Working Hours:**

According to the schedule of teaching and pre-arranged period for other administrative tasks related to the programme.

**5. Contract Duration:**

Initially for a period of six months

**6. Monthly Allowance:** Negotiable

**7. Closing Date for Submission of Applications:** 01st April, 2021

**8. Form of Application:**

- Applications must be submitted only through online by login to IHRA website **www.ihra.cmb.ac.lk**. (Relevant documents should be scanned and uploaded as PDF files with the application)
- Only short listed candidates will be called for an interview.
- Applications received after the closing date and incomplete applications will be rejected.
- Hard copy of the submitted application should be forwarded **with the copies of relevant educational, professional and service certificates** under Registered Post to reach "The Deputy Registrar, Institute of Human Resource Advancement, 275, Bauddhaloka Mawatha, Colombo 07" on or before **01st April, 2021**. The post applied for shall be indicated on the top left-hand corner of the envelope.