



INSTITUTE OF HUMAN RESOURCE ADVANCEMENT
UNIVERSITY OF COLOMBO

**POST OF PROGRAMME ASSISTANT (Receptionist) ON PROGRAMME-CUM-FIXED-TERM BASIS-
CONTRACT**

The Institute of Human Resource Advancement is an institute of the University of Colombo. It runs number of Masters, Diploma and Certificate Level fee-levy programmes on part time basis. The key duty of the receptionist is to cordially provide necessary information to outsiders and direct them to the relevant person / section.

Applications will be entertained from suitably qualified persons (both male and female) for the above post up to 28th October, 2022 on the basis of paying salaries by self –funding programs.

Qualifications:

- a. Should have passed three subjects at G.C.E. (Advanced Level) at one sitting (except Common General paper)

AND

- b. Should have passed the G.C.E. (Ordinary Level) Examination in six (06) subjects at one sitting with credit passes in:-
 - i Sinhala Language / Tamil Language
 - ii English Language / English Literature
 - iii Mathematics

Note : Applicant should work any 05 days in a week including Saturday or Sunday

Age : Should not be less than 18 years and not more than 45 years

Monthly Allowance: Rs. 26,980/= + Cost of Living Allowance + Rs. 5000/= + EPF, ETF

If you are interesting to the above duty and have required qualifications, please mail your biodata to chandrika@ihra.cmb.ac.lk on or before 28th Oct. 2022 (28/10/2022).

Applications received after the closing date will not be considered.

Prof. WS Chandrasekara
Director / Institute of Human Resource Advancement
20.10.2022