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சட்ட உதவி பிரிவு  
**LEGAL AID UNIT**  
Faculty of Law, University of Colombo



### **Administrative Officer of the Legal Aid Unit (Graduate Position)**

Law graduates of University of Colombo are invited to apply for the position of the Administrative Officer (AO) of the Legal Aid Unit (LAU) of Colombo University.

#### **Position Summary**

The AO is responsible for the smooth running of the LAU by undertaking duties involving client service, volunteer coordination, project management and general administration functions.

Tenure: five months

Work hours: 15 hours per week

Remuneration: Approximately Rs 20,150 per month (Rs 15,000 of basic pay + Rs 3,900 living allowance + Rs 1250 of monthly allowance).

#### **Essential criteria**

Applicants must fulfil all the following essential criteria (Do not apply if you don't meet the following requirements):

- Completed the LLB degree after 1 January 2019.
- Adequate oral and written communication skills in English language, and one of the local languages (Sinhala or Tamil).
- Demonstrable skills in problem solving and teamwork.
- Commitment to social justice.

#### **Desirable criteria**

The applicants who are able to meet the following desirable criteria will be given priority (You can apply although you don't meet any of the following requirements):

- Qualified Attorney-at-Law.
- Ability to communicate in both Tamil and Sinhala languages.
- Previous relevant work experience.

#### **Duties**

- Coordinate client services by taking client appointments, managing client files and providing information and referrals to the clients.
- Coordinate the volunteering undergraduates and volunteering lawyers by recruitment, training and supporting the volunteers.
- Coordinate the administrative components of the LAU projects including outreach legal aid clinics, community legal education initiatives, undergraduate seminars or workshops and research initiatives.
- Ensure the smooth running of the LAU office by setting up administrative systems and undertaking administrative duties including reception duties, filing, logistics, supply, petty cash management, reporting, etc.
- Other duties assigned by the Board of Management of the LAU.

Applicants must complete an application form on or before **30th April 2023** by accessing the following link <https://forms.gle/UPTbMQLBNV8wtRpAA>

Only shortlisted applicants will be invited to an interview.