

# Temporary Coordinator for Logistics & Finance | Centre for Digital Epidemiology

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## University of Jaffna

### Temporary Appointment

#### Centre for Digital Epidemiology, Faculty of Medicine, University of Jaffna

#### NIHR Global Health Research Group on Violence Against Women and Children in Sri Lanka

The University of Jaffna invites applications from qualified candidates for the following position of NIHR Global Health Research Group on Violence Against Women and Children in collaboration with the University of Birmingham, funded by the Secretary of State for Health and Social Care through the National Institute for Health and Care Research (NIHR), UK.

- Temporary Coordinator for Finance & Logistics (Colombo Station)
- Temporary Coordinator for Finance

#### ➤ Temporary Coordinator for Logistics & Finance (Colombo Station) | Vacant: 01 post

##### Requirements:

- A Bachelor's degree in Management, Commerce, Business Administration, or an equivalent qualification from a UGC-approved university or recognized higher education institution.
- Prior experience in financial management, project coordination, procurement, and logistics, preferably within research projects, will be an added advantage.
- Applicants should ideally reside in Colombo or be willing to work in the Western Province.
- Proficiency in trilingual communication (Sinhala, Tamil, and English) is required.

##### Duties and responsibilities:

- Oversee project finances, ensuring compliance with budgetary and financial regulations.
- Maintain accurate financial records and assist in preparing reports, statements, and documentation.
- Process payments, reimbursements, and financial transactions in line with institutional policies.
- Support budgeting, forecasting, and financial planning activities.
- Coordinate logistics for project activities, including data collection, training sessions, workshops, and field operations.
- Manage procurement processes, inventory, and distribution of materials and equipment.
- Organize travel, accommodation, and venue arrangements for project-related activities.
- Maintain proper documentation of procurement and logistics activities.
- Coordinate meetings, including scheduling, agenda preparation, and follow-ups with the project team.
- Collaborate with multidisciplinary teams to address operational challenges.
- Prepare periodic financial and operational reports
- Perform any other duties assigned by the Country Lead, Investigators to support the successful implementation of the VAWG research project.

**Remuneration:** A monthly salary of LKR 70,000 will be paid.

#### ➤ Temporary Coordinator for Finance | Vacant: 01 post

##### Requirements:

- A Bachelor's degree in Management, Commerce, Business Administration, or an equivalent qualification from a UGC-approved university or recognized higher education institution.
- Preference will be given to candidates with prior experience in financial management within research projects or similar settings.

##### Duties and responsibilities:

- Manage and monitor project finances, ensuring compliance with budgetary guidelines and financial regulations.
- Assist in the preparation and maintenance of financial reports, statements, and documentation for auditing and review purposes.
- Process payments, reimbursements, and financial transactions in accordance with institutional policies.
- Track expenditures, maintain accurate financial records, and ensure proper allocation of project funds.
- Assist in budget preparation, forecasting, and financial planning activities.
- Ensure adherence to financial policies, grant requirements, and funder regulations.
- Support procurement activities.
- Prepare periodic financial summaries and reports for stakeholders and funders.
- Perform any other duties assigned by the Country Lead or Investigators to support the successful implementation of the VAWG research project.

**Remuneration:** A monthly salary of LKR 70,000 will be paid.

##### General conditions for the post:

- All candidates should have the ability to work anywhere in Sri Lanka.
- The selected candidate will be appointed on a full-time basis for one year by the University of Jaffna and the appointment may be renewed annually based on performance and project requirements.
- Applicants must be citizens of Sri Lanka.
- The age requirement is between 25 and 45 years.
- The selected candidate will contribute to the Employee Provident Fund (EPF) and the Employee Trust Fund (ETF). The employee is required to contribute 8% of their monthly salary to the EPF, while the employer will contribute 12% to the EPF and 3% to the ETF.

A non-refundable fee of Rs. 100.00 must be paid via bank deposit to the People's Bank, Account (Reference No.): 3267501300900381, in favour of the Bursar, University of Jaffna. A copy of the bank deposit slip must be attached to the application. ([For detailed payment guidelines, please click here](#)).

Applicants are requested to send their applications with copies of the educational certificates and any other relevant certificates in proof of qualifications and experience via registered post to reach the **Senior Assistant Registrar, Faculty of Medicine, University of Jaffna, Adiyapatham Road, Kokuvil, Jaffna**. In addition, applicants must email the completed application and scanned copies of all supporting documents to [fovmvacancy@univ.jfn.ac.lk](mailto:fovmvacancy@univ.jfn.ac.lk) on or before the **14<sup>th</sup> of August 2026**.

Applicants from the University System/Government Departments/Corporations, and Statutory Boards should channel their applications through the Head of the respective Institutions.

The application form can be downloaded from the University website.

##### Download

- [Application-Form](#)

The candidates who apply for **more than one** post should submit a **separate application along with a separate Bank slip for each of the posts**.

Illegible & incomplete applications, as well as those received after the closing date, will be rejected without notification. The post applied for should be marked on the top left-hand corner of the envelope. Only shortlisted candidates will be called for an interview, and eligible candidates will be informed of the interview date via email.

##### Registrar

University of Jaffna