

## **Vacancy- Project Assistant (Contract Basis) NORHED-CPDS Project**

Applications are invited from suitably qualified candidates for the following post in the Department of Sociology, Faculty of Humanities and Social Sciences, University of Ruhuna

### **Project Assistant (Contract Basis) NORHED-CPDS Project**

#### **Key responsibilities**

Develop and maintain a project website

Maintenance/ Oversee Project Office and Computer lab situated at the Department of Sociology

Recording of project events (including video recordings) and prepare reports on those events to be submitted to the donor agency and international partners in Nepal, Norway and Pakistan.

Communicate and correspondence with M.A and PhD students and holders of small research grants as per the advice of Project Coordinator

Assisting in organizing project events including national and international workshops, seminars, curricular revision workshops and guest lectures

#### **Required Qualifications and Experiences**

A degree from a recognized University

Proficiency in English

A minimum of two years experiences in the relevant field

High level of knowledge and experiences on Information Communication Technologies including website development and updates

Project Management experiences

Report writing and record keeping experiences

#### **Remunerations and period of contract**

An all-inclusive allowance of Rs 35,000.00 per month

Initial contract period would be six months and can be extended upon satisfactory service.

Duly completed application forms should be submitted to the **Project Coordinator- Strengthening Research, Education and Advocacy in Conflict, Peace and Development Studies, Department of Sociology, Faculty of Humanities and Social Sciences, University of Ruhuna, Matara** with an updated CV and certified copies of academic qualifications, Birth Certificate, photo copy of National Identity card and other qualifications **on or before 10th March 2015.**

The Head

Department of Sociology

Faculty of Humanities and Social Sciences

University of Ruhuna