

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

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 MA 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

Update and maintenance of the project website

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 45,000.00 per month. Initial contract period would be six months and can be extended upon satisfactory service.

Self-prepared 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 31st May 2019.

The Head
Department of Sociology
Faculty of Humanities and Social Sciences
University of Ruhuna