



SRI LANKA COLLEGE OF SEXUAL HEALTH AND HIV MEDICINE (SLCOSH)



Vacancy for the post of College Assistant

Starting Salary is
Rs 45,000/=

Job Description - Assist regular college activities

- Dealing with phone and email queries
- Maintaining office documents, opening of new files and related duties
- Working with the editorial board in activities leading to publication of the College journal - Sri Lanka Journal of Sexual Health and HIV Medicine (SLJOSH).
- Assist in research and Audit activities of the College; which will mainly involve data collection and entry.

Job Requirements

- A degree or diploma holder with the following requirements.
 - Writing and Communication Skills (In both English and Sinhala)
 - IT Skills (MS Office, Email and Social media handling)
 - Organizational Skills

How to Apply

Apply online with an updated CV to srilanka.coshh@gmail.com on or before 30th November 2023. The CV should include a passport-size photograph, biodata, educational qualifications, extra-curricular aspects, referees and your contact details

Contact Dr Duleepa Weerasiri for further queries – 076 7711107

Secretary,
Sri Lanka College of Sexual Health and HIV Medicine
Wijerama House, No 06, Wijerama Mawatha, Colombo 07.
076-7711107, 011-2690230
Web – www.slcoshh.org