



## **SRI LANKA JUDGES' INSTITUTE**

### **VACANCY**

#### **POST OF ACADEMIC COORDINATOR**

Applications are hereby invited from Judicial Officers for the above mentioned post in the Sri Lanka Judges' Institute.

**The Academic Coordinator performs the following essential functions;**

01. Assists in organizing and coordinating local and overseas training of Judges and Presidents of Labour Tribunal;
02. Assists in coordinating all academic and research work of the SLJI;
03. Assists in coordinating academic work with government ministries, departments agencies and funding agencies;
04. Assists in the preparation of academic calendars, reference materials, training manuals and faculty evaluations;
05. Assists in the management and monitoring of the web site, e-library and online educational data base;
06. Works in collaboration with the foreign judicial academies, local research institutions and universities; and
07. Assists in the publication of the journals, news lines, manuals and course materials.

**Skills and Attributes:**

Ability to work independently, good verbal, written and interpersonal communication, willingness to work on Saturdays and excellent computer and internet skills.

**Application Procedure:**

Self-prepared and duly filled applications with your CV should be sent by registered post to reach the Director of the SLJI on or before **28.02.2018**.

**Justice E.A.G.R.Amarasekara,**

**Director,**

**Sri Lanka Judges' Institute,**

**No.80, Adhikarana Mawatha,**

**Colombo 12.**

**08.02.2018**