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## NOTICES

### Vacancy for the post of Temporary Research Fellow and Temporary Project Manager

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#### University of Jaffna

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

#### Vacancy for the post of Temporary Research Fellow and Temporary Project Manager

Global NIHR – VAWG Project: NIHR Global Health Research Group on Violence Against Women and Girls

The University of Jaffna invites applications from qualified candidates for the following position of NIHR Global Health Research Group on Violence Against Women and Girls 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.

#### 1. Temporary Research Fellow | Vacant: 01 post

#### Requirements:

- A Bachelor's degree in Medicine (MBBS), Allied Health Sciences, or a relevant field from a UGC-approved university or higher education institution (HEI).
- Preference will be given to candidates with postgraduate qualifications in epidemiology or statistics.
- At least one year of post-qualifying experience working in a multidisciplinary team within the health-related research field.

#### Duties and responsibilities:

- Develop, refine, and update research protocols and standard operating procedures (SOPs) related to the VAWC research activities.
- Design and conduct qualitative and quantitative studies focusing on violence against women and children, including data collection, interviews, focus group discussions, and surveys.
- Support the development of data collection tools and digital systems aligned with the project's methodological framework.
- Conduct data cleaning, management, and documentation, ensuring accuracy and compliance with data protection requirements.
- Analyze quantitative data using appropriate statistical methods and qualitative data using thematic or framework analysis.
- Identify gaps, barriers, and facilitators in implementing the project across selected sites and propose evidence-based solutions.
- Coordinate field activities, including scheduling data collection visits, liaising with community groups, and supporting partner institutions.
- Prepare detailed progress reports, data summaries, charts, tables, and visual aids for internal and external reporting.
- Contribute to grant writing, ethics submissions, and preparation of project documentation.
- Collaborate with healthcare providers, survivors, project partners, technology developers, and policymakers to ensure the research remains contextually relevant and actionable.
- Facilitate stakeholder engagement meetings, workshops, and dissemination events to gather insights and share project findings.
- Draft manuscripts, technical reports, and policy briefs, and contribute to academic publications.
- Present research findings at local, national, and international scientific meetings and conferences.
- Monitor project progress and ensure adherence to timelines, targets, and reporting requirements.
- Provide regular updates to the project leadership team and funding bodies.
- Perform any other duties assigned by the Country Lead or Principal Investigator to support the successful implementation of the VAWC research portfolio.

**Remuneration:** A monthly salary of LKR 80,000 will be paid.

#### 2. Temporary Project Manager | Vacant: 01 post

#### Requirements:

- A Bachelor's degree or an equivalent qualification from a UGC-approved university or higher education institution.
- At least one year of post-qualifying experience working in a health-related project management in public service/ corporation/ statutory board or a reputed institution.

#### Duties and responsibilities:

- Oversee daily project activities, ensuring smooth execution of tasks and adherence to timelines.
- Develop and implement project plans aligned with study objectives.
- Manage and supervise the project team, providing guidance and addressing performance issues.
- Track key performance indicators (KPIs) and recommend improvements.
- Prepare progress reports summarizing project status, achievements, and challenges for stakeholders.
- Organize and facilitate project meetings to discuss updates and foster collaboration.
- Serve as the main point of contact for stakeholders, addressing concerns and providing updates.
- Ensure compliance with relevant laws, regulations, and internal policies.
- Oversee the project budget, track expenses, and forecast costs.
- Manage project finances, including financial planning, monitoring expenditures, and handling invoicing and payments.
- Plan and execute project activities to achieve study goals.
- Carry out tasks allocated by the Project Lead.

**Remuneration:** A monthly salary of LKR 80,000 will be paid.

#### General conditions for the post:

- Ability to work anywhere in Sri Lanka.
- The selected candidate will be appointed on a full-time basis for one year. The project duration is four years, and the appointment may be renewed annually based on performance and project requirements.
- Applicants must be citizens of Sri Lanka.
- Age should be 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 No: 970000090000387, in favor of the Bursar, University of Jaffna. A copy of the bank slip must be attached to the application.

#### Downloads

- [Application Form](#)

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 **Deputy Registrar, Faculty of Medicine, University of Jaffna, Adiyapatham Road, Kokuvil, Jaffna**. Applicants are requested to send scanned copies of all the documents to the email address: [fomvacancy@univ.jfn.ac.lk](mailto:fomvacancy@univ.jfn.ac.lk) **on or before the 20<sup>th</sup> of January 2026**.

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

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 short-listed applicants will be called for an interview.

#### Registrar

University of Jaffna

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