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இலங்கை பத்திரிகை ஸ்தாபனம்  
Sri Lanka Press Institute

# VACANCY

## PROJECT COORDINATOR

### Job Details

Job Location - Colombo, Sri Lanka Press Institute  
Contract Type - 1 year with possible extension  
Job category - Contractual

### Job Description

- To ensure the day to day activities are implemented as per the project plan
- Liaising with the project team and ensure milestones are achieved on time
- To ensure all standards and controls required by the project are incorporated and implementation throughout the program
- Assisting the Project Manager in assessing project risks/issues and provide solutions where applicable.
- Ensure stakeholder views are managed towards the best solution.
- Be a team player and passionate about meeting the vision and mission of the organization.

### Position Requirements-

- A university degree in Law, Media, Social Development, Management or equivalent
- A minimum of 1 year experience working in projects and coordination
- Ability to work under tight deadlines
- Good communication skills in English
- Self-driven and innovative
- Attitude to learn and work in a team environment
- The position requires a minimum of 25% of travel

### Language Skills

- Excellent written and communication skills in English
- Ability to work in Sinhala or Tamil would be an added advantage

Please send in your resume to [careers@slpi.lk](mailto:careers@slpi.lk)

Or

Manager HR and Administration  
Sri Lanka Press Institute  
96, Kirula Road,  
Colombo 05