



**UNIVERSITY OF COLOMBO, SRI LANKA**  
**FACULTY OF MEDICINE**  
**UCFM TOWER MANAGEMENT UNIT**  
**VACANCY**

Faculty of Medicine, University of Colombo is calling applications from suitably qualified candidates for the following posts to manage the activities relating to the UCFM Tower, Faculty of Medicine, University of Colombo.

**POST OF COORDINATOR - EVENTS**

**Job Profile :**

- Coordinating with relevant stakeholders related to the event management services.
- Planning both inside and outside events of the faculty.
- Budget management and financial planning
- Selection and booking of appropriate venues.
- Liaising with venue staff and ensuring all logistical aspects are in order.
- Managing any issues related to the venue during the event.
- Transportation and accommodation coordination for attendees and staff.
- Coordination of equipment and resource logistics.
- Managing timelines and schedules for logistical operations.
- Managing technical aspects such as audio-visual equipment, lighting, and staging.
- Coordinating with technical staff and suppliers.
- Ensuring all technical elements run smoothly during the event.
- Putting together event marketing plans.
- Post -event communication, reporting & analysis.
- Analyzing feedback and report data to measure whether the event goal was achieved.
- Assist in all other work of the organization and as assigned by the Head of the Unit.

**Required Qualifications :**

- A Degree from a recognized University in any stream

**Experience:**

- Knowledge and experience in managing technical aspects of events such as audio-visual equipment, lighting, and staging.
- 2- 5 Year Experience of Event Management would be an added advantage.

**Other :**

- Excellent command in both verbal and written communication in English Language with excellent presentation and interpersonal skills.
- Excellent planning and organizing skill with attention to detail.
- Ability to work under pressure and meet deadlines with ability to operate autonomously.

**Age:**

- Should not be more than 35 years.

**Basic Salary:**

- Rs. 60,000/= + COL + EPF (12%) and ETF (3%) and government approved allowance Rs.5,000/- as per UGC Circular No .02/2022.

- **POST OF COORDINATOR - CLINICAL SERVICES**

**Job Profile :**

- Overall management and coordination of clinical services.
- Developing and implementing policies and procedures to ensure high-quality patient care.
- Collaborating with healthcare providers to improve patient outcomes.
- Coordinating with all the relevant directors of the clinical centers, laboratories and pharmacy in the UCFM Tower.
- Managing daily operations of the channeling services.
- Handle all the general administrative functions of the Unit and the clinical services.
- Convene and coordinate meetings and take accurate minutes of the proceedings.
- Follow up on all decisions taken and directions given to ensure their speedy implementation.
- Handling patient complaints and concerns.
- Planning and coordinating training programs for clinical staff.
- Ensuring the use of technology to improve clinical workflows and data management.
- Handling and managing activities related to the procurements.
- High level of executive support to the top management team.
- Ensuring all office supplies and consumables are available all the time and proper management and maintenance of the stock.
- Assist in all other work of the organization and as assigned by the Head of the Unit.

**Required Qualifications :**

- Should possess a Bachelor's Degree in Management with a First class or Second Upper class or equivalent qualification.

**Experience:**

- Minimum of 1-2 years of experience in similar capacity.

**Other :**

- Excellent command in both verbal and written communication in English Language with excellent presentation and interpersonal skills.
- Sound knowledge in MS Office Packages and possess good IT skills.
- Exceptional time management skill.
- Excellent planning and organizing skill with attention to detail.
- Ability to work under pressure and meet deadlines with ability to operate autonomously.

**Age:**

- Age should not be more than 35 years of age.

**Basic Salary:**

- Rs. 60,000/= + COL + EPF (12%) and ETF (3%) and government approved allowance Rs.5,000/- as per UGC Circular No .02/2022.

## **POST OF COORDINATOR - PROMOTION**

### **Job Profile :**

- Developing marketing strategies to promote the business operations of the UCFM Tower.
- Data analysis of marketing campaigns and provide feedback to the management in a timely manner.
- Achieving targets and generating new business strategies.
- Manage expenses and budgeting and optimize the cost.
- Collaborating with event organizers and sponsors for maximum exposure
- Managing public relations activities to enhance the public image of the organization.
- Creating and managing loyalty programs to retain customers.
- Developing strategies to encourage repeat business and customer retention.
- Managing public relations activities to enhance the public image of the organization.
- Follow up, monitor and report customer inquiries and maintain a positive, empathetic and a professional attitude towards customers at all times.
- Assist in all other work of the organization and as assigned by the Head of the Unit.

### **Required Qualifications :**

- Should possess a Bachelor's Degree in Management with a First Class or Second Upper Class or equivalent qualification.

### **Experience:**

- Minimum 1-2 years of experience.

### **Other**

- Ability to make creative marketing campaigns to promote the business.
- Good communication and public relation skills.
- A result-oriented individual with the ability to achieve set targets and meet deadlines.
- Sound knowledge in MS Office Packages and possess good IT skills.
- Exceptional time management skill.
- Excellent planning and organizing skill with attention to detail.
- Ability to work under pressure and meet deadlines with ability to operate autonomously.

### **Age:**

- Age should not be more than 35 years of age.

### **Basic Salary:**

- Rs. 60,000/= + COL + EPF (12%) and ETF (3%) and government approved allowance Rs.5,000/- as per UGC Circular No .02/2022.

## **GENERAL CONDITIONS**

Please fill out the google form by using the link below for applying for the above positions on or before 31<sup>st</sup> July 2024. Applications received after the closing date will not be considered. Incomplete applications will be rejected.

### ***Google Form Link:***

<https://forms.gle/A8rafgtPs6DBWJzh9>

Registrar  
University of Colombo  
18-07-2024