



The Lakshman Kadirgamar Institute of International Relations and Strategic Studies (LKI) engages in independent research of Sri Lanka's international relations and strategic interests, to provide insights and recommendations that advance justice, peace, prosperity and sustainability. The Chairman of the Institute is the Hon. Minister of Foreign Affairs. LKI seeks high-achieving and self-motivated candidates who meet the criteria for the following positions.

Programmes and Events Officer

LKI seeks a Programmes and Events Officer with proven work experience. He/She should be able to coordinate arrangements for LKI events and external events held at LKI, communicate with local and international partners and participants, arrange logistics for events, and (if applicable) travel and accommodation of the participants, produce invitations and programme materials and assisting with publicity, liaise with prospective customers to hire the Auditorium and other hire facilities, maintain records of hire facilities and administrative files.

Excellent written and verbal communication skills in English is essential. Candidates should be able to multitask and meet deadlines, and handle various situations independently. Additional language competencies in Sinhala/Tamil are highly desirable. Salary is negotiable.

Applications should be sent **on or before 16 August 2021**.

Applications should be sent on or before the dates mentioned above, by email to programmes@lki.lk, or by post to the address below.

Applicants should include a cover letter on their suitability for the position, and a CV (max. 5 pages) with the names and contact numbers of two non-related referees.

Please apply to:

The Director – Administration and Finance
The Lakshman Kadirgamar Institute
24 Horton Place
Colombo 7