

# FEDERATION FOR ENVIRONMENT CLIMATE AND TECHNOLOGY



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## LEGAL AND REGULATORY DOCUMENTATION - INTERNSHIP

We seek interns to compile material relevant to legal and regulatory matters. To organize material and preparing for future legal and regulatory work (Human rights, Land, Labour, and Environmental).

### Essential competencies

- Ability to read, understand and abstract from legal documentation in national languages
- IT and Word processing skill in English
- Ability to interact with legal and regulatory officers
- Factual accuracy and attention to detail
- Willingness to contribute to organizational work in the related area
- Ability to maintain confidentiality and communicate effectively

### Preferred Competencies

- Work well with a multi-disciplinary team
- Word processing skills in Sinhala and Tamil
- Self-motivated, detail-oriented and well organized
- The desire to learn and the ability to learn quickly

These are full-time assignments and can commence immediately. Work will be in our office in Akurana in Kandy.

To apply, email (1) a resume/CV, 2) names and full contact details of two professional referees (3) writing samples and (4) a cover letter to receive immediate consideration.

Email: [fectcv@gmail.com](mailto:fectcv@gmail.com) and [hr@tropicalclimate.org](mailto:hr@tropicalclimate.org)

Web: <http://www.climate.lk/vacancies.html>