

# FACULTY OF GRADUATE STUDIES

## Vacancy Notice

### Post of Data Entry Operator - 02 posts

The Faculty of Graduate Studies of the University of Ruhuna intends to recruit suitable persons for the above post on Assignment basis. The required qualifications, experience, and expected professional competencies are as follows:

Required Qualifications and Experience:

- GCE (Ordinary Level) Examinations in 06 subjects at not more than 02 sittings with credit passes in five subjects
- Experience & qualifications in computer applications
- Age not less than 30 years

Expected Professional Competencies:

- (a) Sinhala & English typing skills, preferably with good speed
- (b) Ability to handle correspondence in English, Sinhala under the guidance of Faculty of Graduate Studies administration.
- (c) Ability to maintain filing system
- (d) Ability to function effectively in a team environment, providing efficient and timely Support to the Faculty of Graduate Studies.
- (e) High level of IT literacy, especially in the areas of word, Excel, email and Internet.
- (f) Ability to communicate orally in Sinhala and English in an effective manner

Monthly allowance – All inclusive **monthly allowance of Rs. 10,000.00** will be paid. Period of the Assignment – Initially for six months and will be extended if necessary:

Intended candidates are requested to apply on or before **25<sup>th</sup> January 2016** and- prepared application should be sent to the following address. Soft copies of completed application form can be E-mailed to [uorfgsdeansoffice@gmail.com](mailto:uorfgsdeansoffice@gmail.com).

Please write your contact telephone number also when you apply.

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Faculty of Graduate Studies  
University of Ruhuna  
Matara  
13.01.2016