

Notice
Post of Data Entry Operator/CINTA
Centre for International Affairs, University of Ruhuna

The Centre for International Affairs of the University of Ruhuna intends to recruit suitable person for the above post on Assignment basis. The required qualifications & experience, expected professional competencies are as follows:

Required Qualification and Experience:

- (a) G.C.E. (O/L) Examination in six subjects at two sitting, with credit passes in five subjects including Sinhala/English and Mathematics, and G.C.E.(A/L) Examination in 3 Subjects at one sitting.
- (b) Minimum of two year experience in the use of computer application packages.
- (c) At least 06 months on the job training in the field of ICT.
- (d) Age not less than 30 years

Required Professional Competencies:

- (a) Ability to handle correspondence in English, Sinhala under the guidance of Centre for International Affairs administration.
- (b) Ability to maintain filing system for all activities.
- (c) Ability to function effectively in a team environment, providing efficient and timely support to the Centre for International Affairs.
- (d) English typing skills with good speed.
- (e) High level of IT literacy, especially in the areas of Word, Excel, Power Point Email and Internet.
- (f) Ability to communicate orally in Sinhala and English in an effective manner.

The appointment will be for a period of 06 months and a monthly allowance of Rs.15, 000.00 will be paid. Intended candidates are requested to apply on or before 24th June 2015 by sending a CV to: Director/ CINTA, University of Ruhuna, Matara (Submission by email or fax are accepted)

(Telephone/Fax: 041-2223530) Email: cinta@admin.ruh.ac.lk

Please write your contact telephone number also when you apply.

Director
Centre for International Affairs
University of Ruhuna
Matara