

Notice
Post of Computer Application Assistant – On Assignment Basis
Centre for International Affairs, University of Ruhuna

The Centre for International Affairs of the University of Ruhuna is in need of recruiting a suitable person for the above post on Assignment basis. The required qualifications and experience, expected professional competencies are as follows:

Required Qualification and Experience:

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

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. Interested candidates are requested to apply on or before 27th July 2016 by sending a self-prepared 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