

*Notice*  
**Post of Computer Application Assistant – On Visiting Basis**  
**Centre 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 Qualifications and Experience:**

- (a) G.C.E.(O/L) Examination in six subjects one sitting, with credit passes in six subjects including Sinhala, English and Mathematics.
- (b) G.C.E.(A/L) Examination in three subjects one sitting would be an added qualification.
- (c) Qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.
- (d) Two years of experience in the use of Computer Application packages.
- (e) Not more than 30 years old.

**Required Qualifications and Experience:**

- (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 satisfactory salary will be paid monthly. Interested candidates are requested to apply on or before 25<sup>th</sup> March 2019 by sending a self-prepared CV to the Director/ CINTA, University of Ruhuna, Matara (Submission by email or fax are accepted)

(Fax: 041-2222683) E mail: [cinta@admin.ruh.ac.lk](mailto:cinta@admin.ruh.ac.lk)

Please write your contact telephone number also when you apply.

Director  
Centre for International Affairs  
University of Ruhuna  
Matara