

Notice

Post of Management Assistant /OTS, HETC Project, University of Ruhuna.

The OTS office of the University of Ruhuna intends to recruit a suitable person for the above post on contract basis. The required qualifications and experience and professional competencies are as follows:

Required Qualification and Experience:

- (a) G.C.E. (O/L) Examination in six subjects at one sitting, with credit passes in four subjects including Sinhala/Tamil, English and Mathematics, and G.C.E. (A/L) Examination in 3 subjects at the one sitting.
- (b) Two years' experience in the use of computer application packages.
- (c) Suitable qualification in computer application and at least 06 months on the job training.

Required Professional Competencies:

- (a) English Typing skills, preferably with good speed
- (b) Ability to handle correspondence in English, under the guidance of Project Manager
- (c) Ability to maintain filing system for all activities
- (d) Ability to function effectively in a team environment, providing efficient and timely support to the OTS
- (e) High level of IT literacy, especially in the areas of word, Excel, email and Interment.
- (f) Ability to communicate effectively orally in Sinhala or Tamil

The monthly allowance will be not less than Rs.25000.00

Intended candidates are requested to apply on or before 30th November, 2012 with the CV to The Director/OTS, Wellamadama, University of Ruhuna, Matara or E-mail ots@admin.ruh.ac.lk