

Notice

Post of Management Assistant/ QIG W2, HETC Project, University of Ruhuna

The Dean's 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/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 QIG coordinator
- (c) Ability to maintain filing system for all activities
- (d) Ability to function effectively in a team environment, providing efficient and timely support to QIG and OTS
- (e) High level of IT literacy, especially in the areas of word, Excel, email and Internet
- (f) Ability to communicate effectively orally in English

The monthly allowance will be around Rs. 30000.00. Initial appointment will be for a period of one year, which could be extended up to 3 years.

Intended candidates are requested to apply on or before 05th February 2013 with the CV to the Senior Assistant Registrar, Faculty of Science, University of Ruhuna, Matara or E.mail office@sci.ruh.ac.lk

Dean,
Faculty of Science,
22nd January, 2013.