

# **DISTANCE AND CONTINUING EDUCATION UNIT**

## **Vacancy Notice**

### **Post of Development Officer (01 Posts)**

The DCEU of the University of Ruhuna intends to recruit suitable persons for the above post on Assignment basis. The required qualifications & experience expected professional competencies are as Follows:

#### **Required Qualification and Experience:**

- Bachelor of Arts degree (Immediate passed out students, University of Ruhuna)
- Suitable qualification in computer application

#### **Expected Professional Competencies:**

- a) Sinhala, English Typing skills, preferably with good speed
- b) Ability to handle correspondence in English, Sinhala under the guidance of DCEU administration
- c) Ability to maintain filing system for all activities
- d) Ability to function effectively in a team environment, providing efficient and timely
- e) support to the DCEU
- f) High level of IT literacy, especially in the areas of word, Excel, email and Internet.
- g) Ability to communicate orally in Sinhala and English in an effective manner

**Monthly allowance - All inclusive monthly allowance of Rs. 25,000.00 will be paid.**

**Period of the Assignment initially for six months and will be extended if necessary.**

Intended candidates are requested to **apply on or before 06.06.2014** with self-prepared application and CV to The Director /Distance and Continuing Education Unit, Wellamadama, University of Ruhuna, Matara or E-mail [dceu@admin.ruh.ac.lk](mailto:dceu@admin.ruh.ac.lk)

Please write your contact telephone number to call you for the walking interview will be held on **10<sup>th</sup> June 2014 at 10 ' 00 a.mat the DCEU.**

Director/ DCEU  
University of Ruhuna,  
Matara  
22.05.2014