

DISTANCE AND CONTINUING EDUCATION UNIT

Vacancy Notice

Post of Development Officer (03 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 Qualifications and Experience:

- Bachelor of Arts degree(Immediate passed out students)
- Suitable qualification is computer applications.

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 support to the DCEU
- e) High level of IT literacy, especially in the areas of word, Excel, email and Internet.
- f) 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 28th April 2014 with self-prepared application and CV to The Director/Distance and Continuing Education Unit, University of Ruhuna, Wellamadama, Matara or E-mail dceu@admin.ruh.ac.lk

Please write your contact telephone number to call you for the walking interview will be held on 30th April 2014 at 10.00 a.m at the DCEU.

Director/ DCEU
University of Ruhuna,
Matara
21.04.2014