

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 & experience expected professional competencies are as follows:

Required Qualification and Experience:

- (a) Certificate of 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 certificate of G.C.E. (A/L) Examination in 3 subjects with at least general passes at one sitting.
- (b) Two years' experience in the use of computer application packages.
- (c) Suitable qualification in computer application with at least 06 months experience.

Expected 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 Internet.
- (f) Ability to communicate orally in Sinhala or Tamil, in an effective manner

The monthly allowance will be not less than Rs. 25,000.00

Intended candidates are requested to apply on or before 18.09.2013 with the CV to The Director /OTS, Wellamadama, University of Ruhuna, Matara or E-mail ots@admin.ruh.ac.lk

Acting Director/OTS,
HETC Project,
University of Ruhuna,
Matara
03.09.2013