

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, English and Mathematics, and certificate of G.C.E. (A/L) Examination in 3 subjects with at least general pass at one sitting.
- (b) Minimum of two years of experience in the use of computer application packages (Excel, Word, etc.).
- (c) Suitable qualification in computer applications 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 and English in an effective manner.

The monthly allowance will be about Rs. 30,000.00

Intended candidates are requested to apply **on or before 16.06.2014** with a CV to The Director/OTS, Wellamadama, University of Ruhuna, Matara or E-mail ots@admin.ruh.ac.lk

****Please do not apply unless you intend to stay for
at least ONE (01) Year.**

Director/OTS,
HETC Project,
University of Ruhuna,
Matara.