"Develop electronic version of course material, create web pages and upload course material "/QIG W2 grant – Faculty of Science, University of Ruhuna

Closing Date: 28th February 2014

The Faculty of Science of the University of Ruhuna intends to recruit a suitable person to prepare electronic versions of course materials create a suitable web pages to upload them and make power point presentations as required from course material.

The person is expected to:

a) Collect all lecture notes from relevant lecturers and prepare study guides
b) Make power point presentations
c) Create a separate web link with access to students for downloading course units

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 (science subjects) at one sitting.

(b) Minimum of two year experience in the use of computer application packages.

(c) At least 06 months on the job training in the field of ICT.

Required Professional Competencies:

(a) English Typing skills with good speed

(b)High level of IT literacy, especially in the areas of Word, Excel, Power Point and create web pages

The appointment will be for a period of nine months and a monthly allowance of Rs. 25,000.00 will be paid. Intended candidates are requested to apply on or before 28th February 2014 by sending a CV to: Director/OTS, University of Ruhuna, Matara (submission by email or fax are accepted)

(Telephone/Fax: 041-2232061) Email: ots@admin.ruh.ac.lk

For further information please contact: Prof. Saman Abeysinghe, Activity Coordinator/QIG W2 Grant, University of Ruhuna (Tel: 041- 2222702 ext. 4601) Email: saman@bot.ruh.ac.lk.