

China Sri Lanka Joint Centre for Education and Research



University of Ruhuna



Post of Management Assistant (on assignment basis)

The CSL-CER of the University of Ruhuna intends to recruit suitable person for the above post on Assignment basis. The required qualifications & experience, expected competencies are as follows:

Qualifications

- G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in Sinhala, English and Mathematics.
- G.C.E. (A/L) Examination in 3 subjects at one sitting.
- Minimum of two-year experience in the use of computer application packages.
- An acceptable qualification in Computer Applications of not less than six (06) months duration obtained from a recognized institute.
- Age not less than 30 years.

Required Professional Competencies:

- Ability to handle correspondence in English and Sinhala under the guidance of CSL – CER.
- High level of IT literacy, especially in the areas of Word, Excel, Power Point, Email and Internet.
- English and Sinhala typing skills with good speed.
- Ability to function effectively in a team environment, providing efficient and timely support to the CSL – CER.
- Ability to maintain filing system for all activities.

The appointment will be for a period of 06 months and a favourable remuneration will be paid monthly. It can be extended with the performance during the first 06 months.

Submit your application

The Director, CSL CER, University of Ruhuna, Wellamadama, Matara
on or before 25th November 2020

Contact person

For any further clarification you may contact Prof. Tilak P D Gamage
Mobile +94 71 816 9866
Email: tilakgamage@gmail.com

(when you submit your application please send a soft copy of your application to this email address as well)

12th November 2020