

Post of Management Assistant /OTS, HETC Project , University of Ruhuna

The OTS office the University of Ruhuna intends to recruit a suitable person for the above post on contact basis. The required qualifications and experience are as follows

1. Bachelor's degree with a first or second class pass. (Management degree preferred)
2. Experience in the computer software (Excel, Word, etc.), working knowledge in English, documentation, office management are important.
3. The monthly allowance will be not less than Rs.25000.00

Intended candidates are requested to apply **on or before 17th October, 2012** with the CV to **The Director/OTS, University of Ruhuna, Wellamadama, Matara**

Director/OTS