

Post of Trainee Management Assistant (On Assignment Basis)
Distance and Continuing Education Unit, University of Ruhuna

Distance and Continuing Education Unit of the University of Ruhuna is in need of recruiting suitable persons for the above post on Assignment basis. The required qualifications and experience, expected professional competencies are as follows:

Required Qualifications and Experience:

- (a) G.C.E.(O/L) Examination in six subjects at one sittings, with credit passes in Sinhala, English and Mathematics.
- (b) G.C.E.(A/L) Examination in 03 Subjects at one sitting.
- (c) Successful completion of a course relevant to computer application packages (with minimum 06 months' duration)
- (d) Minimum of one-year experience in the use of computer application packages and at least 06 months on the job training in the field of ICT.
- (e) Not more than 30 years old.

Required Professional Competencies:

- (a) Ability to handle correspondence in English, Sinhala under the guidance of Distance and Continuing Education's administration.
- (b) Ability to maintain filing system for all activities.
- (c) Ability to function effectively in a team environment, providing efficient and timely support to the Distance and Continuing Education Unit.
- (d) English typing skills with good speed.
- (e) High level of IT literacy, especially in the areas of Word, Excel, Power Point, Email and Internet.
- (f) Ability to communicate orally in Sinhala and English in an effective manner.

The appointment will be for a period of 06 months and a monthly allowance of Rs. 25,000.00 will be paid. It can be extended with the performance during the first 06 months.

Interested candidates are requested to apply on or before 30th September 2020 by sending a self-prepared CV to Director, Distance and Continuing Education Unit, University of Ruhuna, Matara (Submission by email is accepted)

Telephone; 041 22223133

Email:dceu@admin.ruh.ac.lk

Director,
Distance and Continuing Education Unit,
University of Ruhuna,
Matara.
23.09.2020