

## **Notice**

### **Post of Computer Application Assistant (On Assignment Basis);** **Distance and Continuing Education Unit, University of Ruhuna**

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

#### **Required Qualification and Experience:**

- (a) G.C.E.(O/L) Examination in six subjects not in more than two sittings, with credit passes in five subjects including English and Mathematics.
- (b) Successful completion of a course relevant to computer application packages (with minimum 06 month duration)
- (c) G.C.E.(A/L) Examination in 3 Subjects at one sitting would be an added qualification.
- (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 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.
- (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 30<sup>th</sup> May 2018 by sending a self-prepared CV to Director, Distance and Continuing Education Unit, University of Ruhuna, Matara (Submission by email or fax are also accepted)

*Telephone; 041 2223133 , Fax; 041 2223133 with attention to the Director, Distance and Continuing Education Unit, Email:dceu@admin.ruh.ac.lk*

Please write your contact telephone number also when you apply.

Director, Distance and Continuing Education Unit,