



**UNIVERSITY HOSPITAL
GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY**

VACANCIES

**BILLING ASSISTANT & NURSING ASSISTANT
(ON HOURLY PAYMENT BASIS)**

1. Billing Assistant

Qualifications:

- I. Pass the G.C.E. (O/L) examination in six (06) subjects with Credit passes for four (04) subjects Sinhala / Tamil Language, Mathematics, Science and English in not more than two sittings and pass the G.C.E. (A/L) examination will be an added qualification.
- II. Pass the G.C.E. (A/L) examination will be an added advantage.

Additional Qualifications:

- I. Excellent Communication skills in English & Sinhala both oral & written.
- II. High Level of Corporate & Telephone Etiquette.
- III. Pleasant personality with good interpersonal skills.
- IV. Should be computer literate.
- V. Should be a team player with ability to work with staff at all levels.
- VI. Excellent math ability.
- VII. Minimum of one (01) year working experience will be advantage.

Age Limit:

Shall not be less than 22 years and not more 35 Years.

Salary:

Rs.250.00 per hour.

2. Nursing Assistant

Qualifications:

- I. Pass the G.C.E. (O/L) examination in six (06) subjects with Credit passes for four (04) subjects Sinhala / Tamil Language, Mathematics, Science and English in not more than two sittings.

AND

- II.
 - a. Should have completed the Nursing Assistant Course (NVQ Level - 03 or 04) Conducted by the National Apprentices and Industrial Training Authority (NAITA).

OR

- b. Should have completed a Nursing Assistant Course conducted by a registered Institution with the Tertiary and Vocational Education Commission (TVEC).

OR

- c. Should have completed a Nursing Assistant Course conducted by a Nursing Training Institutions which are registered under the Sri Lanka Private Medical Regulatory Council.

AND

- III. Minimum of one (01) year of working experience.

Additional Qualifications:

- I. Pass the G.C.E (Advanced Level) examination in three (03) subjects in science stream at one sitting.
- II. Minimum of two (02) years of experience in retail Pharmacy and electronic billing is an added advantage.
- III. Knowledge in IT and Computer Literacy.

Age Limit:

Shall not be less than 22 years and not more 35 Years.

Salary:

Rs.250.00 per hour.

General Conditions:

1. Duly completed applications with certified copies of relevant certificates should be submitted under registered post to reach the “Executive Director, University Hospital, General Sir John Kotelawala Defence University, Werahera” on or before 02.09.2024. The post applied for should be indicated on the top left hand corner of the envelope.
2. General Sir John Kotelawala Defence University Hospital reserves the right to shortlist the prospective applicants.
3. Incomplete or late applications which do not comply with the prescribed format will be rejected.
4. Application Form and other relevant details can be downloaded from the KDU website. (www.kdu.ac.lk) / Contact – 011-2044555.

www.kdu.ac.lk