

Computer Application - Faculty of Graduate Studies

Post of Computer Application Assistant (On Assignment Basis);

Faculty of Graduate Studies, University of Ruhuna

The Faculty of Graduate Studies of the University of Ruhuna is in need of recruiting suitable persons for the above post on assignment basis to work in the Faculty of Engineering Hapugala Galle. The required qualifications and experience, expected professional competencies are as follows:

1 Required Qualifications and Experience:

1. C.E.(A/L) Examination in 3 subjects (Science Stream) at one sitting

and

1. Successful completion of a course relevant to computer application packages with minimum 03 months and

1. Not more than 30 years old.

2 Required Professional Competencies:

1. Ability to maintain filing system for all activities.

2. Ability to function effectively in a team environment, providing efficient and timely support.

3. English typing skills with good speed.

4. High level of IT literacy, especially in the areas of Word, Excel, Power Point, Email and Internet.

5. Ability to communicate orally in English in an effective manner.

The appointment will be for a period of 06 months and a monthly allowance of Rs.35, 000.00 will be paid. It can be extended based the performance during the first 06 months. Interested candidates are requested to apply on or before 30.08.2024.

Duly completed applications form should be submitted by email to fgs@fgs.ruh.ac.lk (<mailto:fgs@fgs.ruh.ac.lk>) addressing Deputy Registrar, Faculty of Graduate Studies, University of Ruhuna with certified copies of educational certificates, birth certificate, national identity card and updated CV on or before 30.08.2024. The specimen application form can be downloaded from <http://www.ruh.ac.lk/Misc/Vacancy/29042015/app.doc> (<http://www.ruh.ac.lk/Misc/Vacancy/29042015/app.doc>).

Applications received after the closing date, and incomplete application will be rejected.

Deputy Registrar, Faculty of Graduate Studies

University of Ruhuna

No 115, Sri Dharmarama Mawata

Fort - Matara

08.08.2024