



Center for Modern Languages and Civilizations
Faculty of Humanities and Social Sciences
University of Ruhuna

Vacancy

Post of Trainee Computer Application Assistant (on Assignment Basis)

Applications are called for the above post from suitably qualified candidates to facilitate as an office assistant at the Center for Modern Languages and Civilizations, University of Ruhuna.

Qualifications

- G.C.E (O/L) Examination in six subjects not in more than two sittings, with credit pass in five subjects including English and Mathematics.
- Successful completion of a course relevant to MS Office application package. (with minimum 6 months duration)
- G.C.E (A/L) Examination in three subjects at one sitting would be an added qualification.
- Not more than 30 years old.

Appointments will be made initially for three months, extendable up to six months based on performance.

Please forward your resume to the following address(or Email Address) on or before 15th February 2020. Short listed applicants will be called for an interview.

* Monthly allowance of RS. 20,000.00 (all inclusive, fixed) will be paid.

Coordinator (Tamil Language)
Department of Sociology
Faculty of Humanities and Social Sciences
University of Ruhuna
Matara

email: kasamitha@soci.ruh.ac.lk

2020.02.07

Inquiry: 0716376070 / 0773915886

Required Professional Competencies:

- Ability to handle correspondence in English, Sinhala under the guidance of the Center for Modern Languages and Civilization.
- Ability to maintain filing system.
- Ability to function effectively in a team environment, providing efficient and timely support.
- English and Sinhala typing skills.
- The standard level of IT literacy, especially in the areas of Word, Excel, Power Point, Email and Internet.
- Ability to communicate orally in Sinhala and English in an effective manner.