



## Post of Program 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. The required qualifications and experience, expected professional competencies are as follows:

### 1 Required Qualifications and Experience:

1. C.E.(O/L) Examination in six subjects not in more than two sittings, with credit passes in five subjects including English and Mathematics.

And

1. Successful completion of a course relevant to computer application packages with minimum 06 months duration.

And

1. Minimum of two years experience in the use of computer application packages in similar works capacity in a state or nonstate university.

And

1. Not more than 30 years old.
2. C.E.(A/L) Examination in 3 Subjects at one sitting would be an added qualification.

### 2 Required Professional Competencies:

1. Ability to handle correspondence in English, Sinhala under the guidance of Faculty of Graduate Studies' administration.
2. Ability to maintain filing system for all activities.
3. Ability to function effectively in a team environment, providing efficient and timely support to the Faculty of Graduate Studies.
4. English typing skills with good speed. Typing skills in Sinhala will be an added advantage.
5. High level of IT literacy, especially in the areas of Word, Excel, Power Point, Email and Internet.
6. 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.37, 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 02.02.2024.

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 **only** educational certificates, birth certificate, national identity card and updated CV on or before 02.02.2024. The specimen application form can be downloaded from <http://www.ruh.ac.lk/Misc/Vacancy/29042015/app.doc>.

Deputy Registrar, Faculty of Graduate Studies

University of Ruhuna

No 115, Sri Dharmarama Mawata

Fort - Matara

29.01.2024