



# MANAGEMENT ASSISTANT (ON CONTRACT BASIS)



 webmaster  CareerOpportunities  15 July 2025  Hits: 208

## DISTANCE AND CONTINUING EDUCATION UNIT

### UNIVERSITY OF RUHUNA VACANCIES

#### MANAGEMENT ASSISTANT (ON CONTRACT BASIS)

**Applications are invited from qualified candidates for the post of Management Assistant on contract basis up to 25.07.2025.**

#### QUALIFICATIONS:

Should have passed the G.C.E. (O/L) examination in six (06) subjects at one sitting with credit passes in:

- i. Sinhala Language
- ii. English Language
- iii. Mathematics
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Should have passed all subjects at the G.C.E. (A/L) Examination (except the Common General Paper) in one sitting.

Preference will be given to those who possess the following:

- a) An acceptable qualification in computer applications for not less than six (06) months duration obtained from a recognized institute.
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- b) Two years of experience in the use of computer application packages.

**Note:** A degree from a recognized University/Higher Education Institute will be considered as an added qualification.

#### Time Duration:

For 6 months, extendable up to 2 years.

#### Age Limit:

Should not be less than twenty-two (22) years and not more than thirty-five (35) years.

#### Method of Recruitment:

By a Computer-aided Test and/or a Structured Interview.

#### Salary:

Rs. 48,525.00 (Fixed Salary)

#### Method of Application and Closing Date:

Self-prepared application with relevant documents should be forwarded under registered cover indicating the post applied for on the top left-hand corner of the envelope to reach “**Assistant Registrar, Distance and Continuing Education Unit, University of Ruhuna, Matara**” or hand-delivered to the office of the Distance and Continuing Education Unit, University of Ruhuna on or before **25 th July 2025**.

The university has the right to shortlist candidates. Applications that do not meet the requirements and those received after the closing date will be rejected without notice.

Director/ DCEU  
University of Ruhuna  
Wellamadama, Matara  
14.07.2025