

Notice
Post of Communications 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:

Required Qualifications and Experience:

- (a) G.C.E.(O/L) Examination in six subjects not in more than two sittings, with credit passes in five subjects including English and Mathematics.
- (b) Successful completion of a course relevant to computer application packages and/or communications (with minimum 06 months duration).
- (c) Experience related to journalism and mass communications.
- (d) G.C.E.(A/L) Examination in 3 Subjects at one sitting would be an added qualification.
- (d) Not more than 30 years old.

Required Professional Competencies:

- (a) Ability to handle correspondence in English, Sinhala under the guidance of Faculty of Graduate Studies' administration.
- (b) Ability to maintain filing systems, to provide administrative support and to draft and edit of media releases and other communications material.
- (c) Ability to function effectively in a team environment, providing efficient and timely support to the Faculty of Graduate Studies.
- (d) English and Sinhala typing skills with or without using software.
- (e) Knowledge on computer application packages such as Word, Power Point, Email and Internet.
- (f) 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. 30,000.00 will be paid. It can be extended with the performance during the first 06 months. Interested candidates are requested to apply on or before 02nd December, 2022 by sending a self-prepared CV to Dean, Faculty of Graduate Studies University of Ruhuna, Matara (Submission by email or fax are accepted)

Telephone; 041 2222681 with extension 124002 with attention to the Dean/Faculty of Graduate Studies, Email:uorfgsdeansoffice@gmail.com

Please write your contact telephone number also when you apply.

Dean, Faculty of Graduate Studies
University of Ruhuna
Matara
22nd September 2022