

# **DISTANCE AND CONTINUING EDUCATION UNIT**

## **Vacancy Notice**

### **Post of Development Officer (Assignment Basis)**

The DCEU of the University of Ruhuna intends to recruit a suitable person for the above post on Assignment basis. The required qualifications, experience & professional competencies are as follows:

#### **Required Qualification and Experience:**

- Bachelor of Arts degree (Immediate passed out students)
- Suitable qualification in computer application

#### **Expected Professional Competencies:**

- a) Fair knowledge on preparation audio - visual learning material.
- b) Sinhala, English Typing skills, preferably with good speed.
- c) Ability to handle correspondence in English, Sinhala under the guidance of DCEU administration.
- d) Ability to maintain filing system for all activities.
- e) Ability to function effectively in a team environment, providing efficient and timely.
- f) support to the DCEU.
- g) High level of IT literacy, especially in the areas of word, Excel, email and Internet.
- h) Ability to communicate orally in Sinhala and English in an effective manner.

**Monthly allowance - All inclusive monthly allowance of Rs. 30,000.00 will be paid.**

**Period of the assignment initially for six months and will be extended if necessary.**

Intended candidates are requested to apply on or before 27<sup>th</sup> May 2016 with self-prepared application and CV to The Director /Distance and Continuing Education Unit, University of Ruhuna, Wellamadama, Matara or E-mail [dceu@admin.ruh.ac.lk](mailto:dceu@admin.ruh.ac.lk).

Director/ DCEU  
University of Ruhuna,  
Matara  
20.05.2016