

**Notice**  
**Post of Management Assistant (Contract Basis) ;**  
**Faculty of Allied Health Science, University of Ruhuna**

The Faculty of Allied Health Sciences of the University of Ruhuna is in need of recruiting suitable persons for the above post on Contract 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 (with minimum 06 months duration)
- (c) G.C.E.(A/L) Examination in 3 Subjects at one sitting would be an added qualification.
- (d) At least 06 months on the job training in the field of ICT.
- (d) Not more than 30 years old.

**Required Professional Competencies:**

- (a) Ability to handle correspondence in English, Sinhala under the guidance of Faculty administration.
- (b) Ability to maintain filing system for all activities.
- (c) Ability to function effectively in a team environment, providing efficient and timely support to the Faculty.
- (d) English typing skills with good speed. Typing skills in Sinhala will be an added advantage.
- (e) High level of IT literacy, especially in the areas of Word, Excel, 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. It can be extended with the performance during the first 06 months. Interested candidates are requested to apply on or before 11<sup>th</sup> March 2022 by sending a self-prepared Curriculum Vitae to Dean, Faculty of Allied Health Sciences, University of Ruhuna, Godakanda, Galle. (Submission by email is also accepted) Telephone: 091 2247490 attention to the Assistant Registrar/Faculty of Allied Health Sciences, Email: [ar@ahs.ruh.ac.lk](mailto:ar@ahs.ruh.ac.lk)

Dean

Faculty of Allied Health Sciences

University of Ruhuna

Godakanda

Galle

4<sup>th</sup> March 2022

Prof. Imendra Kotapora

Dean

Faculty of Allied Health Sciences  
University of Ruhuna