



**Post of Secretarial Assistant
(On Assignment basis)
Extension Courses in English
Department of English
University of Colombo**

Applications for the above position at the Extension Courses in English, Department of English, University of Colombo will be entertained up to **4th March 2017** from suitably qualified applicants.

The candidates should possess the following qualifications:

- (i) G.C.E.(O/L) examination in six subjects at not more than two sittings with credit passes in five subjects including English & Mathematics **AND**
- (ii)
 - (a) Ability to work with Microsoft Office Suite (Word, Excel, Adobe Acrobat).
 - (b) Ability to draft budgets and work with Accounts
 - (c) Ability to work independently without supervision.
 - (d) Ability to understand official documents, correspondence and communications in English
- (iii) At least 05 years experience in a similar position, preferably within the University System.
- (iv) Ability to work on Saturdays and Sundays.

GENERAL CONDITIONS :

These assignments are on a full time contract basis and initially for a period of 5 months. The appointee has no right to claim for permanency whatsoever the circumstances.

Salary : **Negotiable and commensurate depending on experience.**

Closing date for application : **04.03.2017**

Self prepared applications together with Curriculum Vitae, copies of relevant certificates, and the names of two referees with contact details including address and telephone number should be forwarded to the Head/ Department of English, University of Colombo, Colombo 03 on or before **04.03.2017**.

Registrar/University of Colombo