



# Post of Secretarial Assistant (on Assignment Basis)

## Extension Courses in English

### Department of English - University of Colombo

Applications are invited from suitably qualified candidates for the above position at the office of the Extension Courses in English, Department of English, University of Colombo.

The candidates should possess the following qualifications:

- i) G.C.E (O/L) Examination passes in six subjects at one sitting with credit passes in English, Sinhala & Mathematics
- ii) G.C.E(A/L) Examination passes in all subjects (except common general paper) at one sitting

#### **AND**

- iii) The ability to
  - a) work with MS Word and Excel
  - b) prepare draft budgets and handle accounts
  - c) work independently without supervision.
  - d) handle official correspondence and communications in English
- iv) At least five years of work experience in a similar capacity, preferably within the university system.
- v) Able to work on Saturdays and Sundays (the selected candidate is entitled for two weekdays off)
- vi) Age below 30 years

#### **GENERAL CONDITIONS:**

These assignments are on full-time, contract basis, initially for a period of 5 months. Upon satisfactory performance the contract can be extended up to one year. The appointee has no right to claim permanency under any circumstances.

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

The selected candidate will contribute 8% of his/her salary to EPF and the Institution will contribute 12% to EPF and 3% to ETF.

**Closing date: 16.04.2021**

Please forward your Curriculum Vitae along with copies of relevant certificates and the names, and contact telephone numbers of two non-related referees, to the Head/Department of English, University of Colombo, Colombo 03 to reach on or before 16.04.2021.

**Registrar**  
**University of Colombo**

12/03/2021