



Nāgānanda International Institute for Buddhist Studies

VACANCY

Applications are invited from suitable candidates for the following post

Computer Application Assistant

Roles and Responsibilities:

- Clerical activities such as;
 - Accepting letters, documents, and files, keeping proper records
 - Referring them to the relevant staff members doing do follow-up actions
 - Safe keeping of documents
 - Word setting of all documents in Sinhala and English.
 - Assist with other offices of the examination matters.
- Handling Learning Management System (LMS) system.
- Maintain a proper student database
- Handling stationery items and keeping proper records.
- Cover up duties when the other staff member/s of the faculty is/are on Leave/absent.
- Any other official task that may assign time to time by the management.

Qualifications:

- GCE A/L three passes / GCE O/L
- Computer literacy – Microchip Excel, Word, PowerPoint, Email, Google Meet Etc.
- Ability to work and communicate in English and in Sinhala
- Good communication skills
- Ability to work in flexible hours.

Selection:

- By an interview on a results of a selection test.

Registrar

**Nāgānanda International Institute for Buddhist Studies (NIIBS)
Biyagama Road, Manelwatta, Bollegala, Kelaniya.
www.niibs.lk**

Please send a self-prepared completed application containing CV, photocopies of relevant certificates, names and addresses of two non-related referees known to the candidate on before 25th May 2023 to careers@niibs.edu.lk stating “Instructor in Information Technology” in the subject line of the email.