**INTERNAL ADVERTISEMENT**

 **ASSINGMENT OF PROJECT OFFICER (on Contract)**

 **ONLINE DISTANCE LEARNING PROJECT**

 **DEPARTMENT OF ENGLISH LANGUAGE TEACHING**

Applications are invited from suitable candidates for the assignment of Project Officer (on contract) to serve in the Department of English Language Teaching.

* ***Qualifications*** *-* Passed G.C.E Advanced Level examination with 3 credits

Preference will be given to Degree holders

* ***The ideal candidate should have:***

 A high level of computer literacy **-** A sound educational background

 Excellent secretarial and public relations

 skills

* ***Experience* -** Experience in project handling

Handling correspondence independently

* ***Language Skills* -** Excellent written and verbal communication skills in English
* ***Responsibilities*  -** Handling correspondence

 Student registration

 Project management

 Call handling

* ***Working Hours*** *-*5 day week from 9.00 a.m. to 4.00 p.m.
* ***Remuneration*** *-*Not less than Rs.50,000/- per month

The appointment is on a full time contract basis initially for a period of 02 years.

A self-prepared application should be sent to the “***The Department of English Language Teaching, Faculty of Arts, University of Colombo”*** on or before 31 January 2023.

 Please include your telephone number and email address.

Head

Department of English Language Teaching

Faculty of Arts