



OCEAN UNIVERSITY OF SRI LANKA

VACANCIES

The Ocean University of Sri Lanka seeks suitable candidates for the following Posts

- **Instructor ICT (on an Assignment Basis).**
- **Management Assistant cum ICT Assistant (Assignment Basis)**

1. QUALIFICATION

1.1 Instructor-ICT (Assignment Basis).

The applicants should have completed a Bachelor's Degree in Computer Science, Computer Engineering, Software Engineering, Information Technology, or any other related field (Preference will be given to the candidates who possess skills in programming and web development, Network Management,

And

At least 2 years experience in web development, network management, software engineering, and ICT solutions.

With

Strong communication, ability to speak, read and write fluent English, and assist in the production of reports in English.

1.1.2 KEY RESPONSIBILITIES:

- Creating website layout/user interfaces and integrating data from various back-end services and databases

- To improve and update software and systems.
- Running regular checks on network and data security
- Developing and implementing IT policy and best practices, guides for the organization
- Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations and, outages
- Create and maintain software documentation
- Be responsible for maintaining, expanding, and scaling the website
- Timely response to helpdesk requests from callers and walk-ins; provide remote assistance to ICT-authorized users with ICT problems

1.2 Management Assistant cum ICT Assistant (Assignment Basis)

1.2.1. Qualifications

Should have passed the G.C.E. (O/L) examination in six (6) subjects in one sitting with credit for four (4) subjects including

- i. Sinhala
- ii. English
- iii. Mathematics

AND

Having Passed three subjects (other than General Paper at the G.C.E. (A/L) Examination

(Preference will be given to those who have an IT-related Diploma / HND or Specialized IT Professional qualification in the business environment and have experience in work experience in Computer software and maintenance and ICT).

OR

Having obtained a certificate proficiency, not below the N. V.Q. Level 5 issued by a Technical/ Vocational Training Institute Accepted by the Tertiary and Vocational Education Commission or recognized Institution in the field of Information Communication and Multimedia Technology/ Information and Communication Technology/ Information Technology or Equivalent.

WITH

Strong communication, ability to speak, read and write fluent English, and assist in the production of reports in English.

1.2.2 KEY RESPONSIBILITIES:

- Maintain division's records and file systems in appropriate systematic order
- Generate reports, store completed work in designated locations, and perform backup operations
- Coordinate activities with remote users using LMS, EMIS, Team/Zoom
- Maintain databases of files and ensure accuracy and security of records and files
- Assist client services coordinator with the effective functioning of the hardware, software packages,
- LAN/WAN connectivity and System
- Provide everyday administration support including student recruiting, examination, teaching staff coordinating, and assisting them when required.
- Order and stock office supplies when necessary.

2 REMUNERATION:

Negotiable

3 DURATION: One-year assignment basis and extendable based on performance

4 AGE: Should be not less than 18 years and not more than 45 years.

Those who wish to apply should send their Curriculum Vitae (CV) along with copies of relevant academic certificates to reach the Assistant Registrar, Human Resource Development, Ocean University of Sri Lanka, No. 51, Pannananda Mawatha, Mattakkuliya, Colombo 15. Or email wasantha.herath@ocu.ac.lk on or before 12th January 2023.

Registrar
Ocean University of Sri Lanka
No. 51, Pannananda Mawatha, Mattakkuliya, Colombo 15.

05.01.2023