



# UNIVERSITY OF JAFFNA, SRI LANKA

## FACULTY OF MANAGEMENT STUDIES AND COMMERCE

### BACHELOR OF BUSINESS MANAGEMENT (EXTERNAL) DEGREE PROGRAMME

#### WALK-IN INTERVIEW

Walk-in Interview has been fixed for the following posts on contract basis for one year for the Faculty of Management Studies and Commerce, University of Jaffna for the Bachelor of Business Management (External) Degree Programme

1. Post of Tutor - Mentors [On Contract ]
2. Post of Moodle Administrator [On Contract]

#### 1.0 Post of Tutor - Mentors [On Contract]

##### 1.1 Place & Time :

**Date** : 11.10.2021

**Time** : 01.00 p.m.

**Venue** : Boardroom,

Faculty of Management Studies, University of Jaffna,  
10th Cross Lane, Kalasalai Road, Thirunelvely.

##### 1.2 Requirements :

- A degree with Class from a recognized University in Management/ Commerce
- Should have good command in English & Tamil
- Should have Computer Application skills in MS Office, Learning Management System (Moodle), Internet & e-mail & typing skills in English & Tamil.

##### 1.3 Salary :

Rs.56, 800/= [fixed] per month

#### 2.0 Post of Moodle Administrator [On Contract]

##### 2.1 Place & Time :

**Date** : 11.10.2021

**Time** : 09.30 a.m.

**Venue** : Main Boardroom, University of Jaffna

##### 2.2 Requirements :

- A relevant Degree from a recognized University
- OR**
- Higher National Diploma in Computer Science from a Government institution or equivalent

**AND**

- Excellent written and verbal communication skills in English
- Experience in Online Learning Methods and Learning Management System (Moodle) at the Administrative Level
- Knowledge in Windows/Unix programming.
- Knowledge in HTML codes, Data base Programming Scripting Languages [php/ asp] is desirable
- Highly organized and detail oriented personality.
- Ability to self-direct and manage time.
- A demonstrated ability to plan and manage complex projects.

##### 2.3 Salary:

Rs. 56,800/- (fixed) per month.

Interested candidates with required qualifications are expected to be present at the interview at the scheduled time with relevant certificates, NIC and the self prepared application.

**REGISTRAR**  
**University of Jaffna**

04.10.2021.