THE OPEN UNIVERSITY OF SRI LANKA
FACULTY OF MANAGEMENT STUDIES

DEPARTMENT OF ORGANIZATIONAL STUDIES

EMPLOYMENT OPPORTUNITY – PROJECT ASSISTANT

Department of Organizational Studies of the Faculty of Management Studies is looking for Project Assistants to support the delivery of its academic programmes in Management discipline.

Qualifications:

- Bachelor's Degree in Management discipline from a recognized University. Honours degree in Business Management/Business Administration/ Commerce/ Entrepreneurship degree holders are encouraged to apply.
- Ability to handle verbal and written correspondence in English
- Ability to handle administrative work, scheduling and coordination work
- Ability to use MS Office software and the use of the Internet based and mobile applications for communication
- Ability to work flexible hours, depending on the requirements of the Department and Faculty

Nature and Duration of appointment: On contract basis/ 6 months (subject to extension up to 2 years)

Suitably qualified candidates are requested email an application with a Curriculum Vitae detailing relevant educational, professional and experience to email address arfms@ou.ac.lk

Last date of submission of Applications: 25th August, 2022

Assistant Registrar,
Faculty of Management Studies
The Open University of Sri Lanka
Nawala, Nugegoda.
03.08.2022

For clarifications, please contact 0112881255