

**THE OPEN UNIVERSITY OF SRI LANKA**  
**FACULTY OF MANAGEMENT STUDIES**  
**OFFICE OF THE DEAN**

**EMPLOYMENT OPPORTUNITY**  
**POST OF PROJECT ASSISTANT – ON CONTRACT**

**Qualifications:**

- The applicant should hold a bachelor's degree from a recognized University.
- Ability to handle administrative work and programme coordination
- Should have basic computer skills in MS Office and the use of the Internet based and mobile applications for communication

**Nature and Duration of appointment:**

- The appointment will be on contract for six months. (Subject to extension up to two years)
- Remuneration –Fixed monthly allowance of Rs. 30,000.00 (including EPF +ETF)
- To work in flexible hours, depending on the requirement of the faculty.

**How to apply:**

- Eligible candidates are requested to send or email their CV with scanned copies of the certificates (degree and relevant qualifications) to [arfmts@ou.ac.lk](mailto:arfmts@ou.ac.lk) on or before 24<sup>th</sup> Nov 2022.
- Please indicate “Post of Project Assistant” as the subject of your mail.

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

**For clarifications, please contact - 0112881255**