



THE OPEN UNIVERSITY OF SRI LANKA

Career Guidance Unit– Colombo Regional Centre

Post of Project Assistant

The Career Guidance Unit is looking for a Project Assistant to support the activities of the Unit.

Qualifications:

- Bachelor's Degree in Management/ Engineering/Science discipline from a recognized University
- Very good communication skills both in written and spoken English
- Experience in event management would be advantageous
- Ability to handle administrative work, scheduling, and coordination work
- Ability to work flexible hours, depending on the requirements of the Unit

Nature and Duration of the Appointment:

On contract basis/ 01 Year (subject to extension up to 2 years)

Qualified candidates should email their CVs with a scanned degree transcript, including contact details, **on or before 20th December 2022**. The interview date will be informed in due course.

Director
Career Guidance Unit
The Open University of Sri Lanka
Nawala, Nugegoda.

Email: cguousl@ou.ac.lk

Tel: 0112881049