THE OPEN UNIVERSITY OF SRI LANKA

FACULTY OF NATURAL SCIENCES

PROJECT ASSISTANT

(Faculty Quality Assurance Cell)

The Faculty of Natural Sciences is looking for a Project Assistant (On Contract basis) to support the administrative activities of the Quality Assuarance Cell in Faculty of Natural Sciences.

Qualifications:

- Should hold a bachelor's degree in science preferably with computer science as a subject from a recognized university.
- Ability to handle administrative responsibilities, scheduling and coordination work.
- Ability to use statistical software, MS Office software and the use of internet-based applications for communication (Google drive, Google forms).
- Fluency in English and Sinhala(reading, writing & speaking) and effective communication skills. Tamil language proficiency will be an advantage.
- Ability to work flexible hours, depending on the requirements of the programme.

Nature and Duration of appointment:

On contract basis / 06 months (Subject to extensions up to 2 years)

Salary: Rs. 30000/- per month (fixed)

Application Procedure:

Suitably qualified candidates are requested to send Curriculum Vitae via email to arnsc@ou.ac.lk on or before 10th April 2023 indicating **Project Assistant – Quality Assurance Cell** as the subject of your email.

Shortlisted applicants will be notified to attend an interview (Bring two copies of Curriculum Vitae and Original Certificates of your educational qualifications, National Identity Card, and Birth Certificate.)

Assistant Registrar/ Faculty of Natural Sciences

(for further information call - 0112881226)