



**POSTGRADUATE INSTITUTE OF ENGLISH
THE OPEN UNIVERSITY OF SRI LANKA**

**EMPLOYMENT OPPORTUNITY – PROJECT ASSISTANT
(OFFICE WORK AND IT SUPPORT)**

WALK IN INTERVIEW

DATE: 20th April, 2023 – 9:30 a.m. to 1:00 p.m.

The Postgraduate Institute of English, affiliated to the Open University of Sri Lanka and the only University Grants Commission mandated postgraduate educational institute for English in the country is looking for a Project Assistant (on contract) to support on a number of office functions including processing of assignments, preparation of letters, reports, vouchers, duties related to establishment division and student affairs etc.

Qualifications, experience and attributes – Project Assistant

1. A degree in any subject
2. Ability to competently use MS Word and MS Excel
3. Ability to handle office work and documentation.
4. Ability to work in an online environment with email and other forms of electronic communication
5. The selected candidate will also be required to familiarize him/herself with G-suite for Education (Google Classroom).
6. Ability to work flexible hours, depending on the institute's requirements and ability to work on weekends if required.
7. If selected, the candidate will work under the guidance of a permanent PGIE staff member and will need to support the PGIE team. From time to time the Senior Assistant Registrar may assign different duties depending on the Institute's requirements. (Normal working hours: Monday to Friday – 8:30 to 4:15)

Nature and Duration of appointment: On contract basis/ one year

Remuneration

Fixed monthly allowance of **Rs. 30,000.00** and government approved **Rs. 5000.00** allowance.

OUSL rates applicable for similar posts (*Appointee will become a contributor to the EPF contributing 8% of the above salary. The (PGIE) will contribute 12% of the above salary to the EPF and 3% to the ETF.*)

Please attend walk-in interviews on 20th April, 2023. Bring relevant educational certificates and other relevant documents including birth certificate and NIC with photocopies.

Please contact following office telephone or email for prior appointment. Apply with a CV. sarpgie@ou.ac.lk 011-2825805

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