



THE OPEN UNIVERSITY OF SRILANKA

**Jaffna Regional Centre**

**VACANCY**

**Post of Project Assistant (Administration)**

**(On Contract)**

**Qualifications**

- The candidate should hold a Bachelor's degree from a recognized university.  
(Priority will be given to the applicants with IT Degree)
- Candidate must have computer literacy skills (excellent in MS Excel and MS Word, English and Tamil Typing), good communication skills in English, ability to handle assigned tasks efficiently and ability to work cooperatively within a multidisciplinary team.

Appointment will be made initially for six months, extendable based on performance.

Eligible candidates should email an application together with a CV on or before 20th May 2023 to:

Assistant Director,  
Jaffna Regional Centre,  
The Open University of Sri Lanka,  
Brown Road, Kokuvil, Jaffna.  
021-222-3374

Email: [adjaf@ou.ac.lk](mailto:adjaf@ou.ac.lk)