



THE OPEN UNIVERSITY OF SRI LANKA

PUTTALAM STUDY CENTER

Vacancy

Post of Project Assistant (On Contract)

Qualifications:

Candidate should hold a Bachelor's Degree from a recognized university

WITH AN ADVANTAGE

of IT Skills, Professional work , Management & Documentation Skills

Job Profile:

- Support to academic, academic administrative and other administrative work of Puttalam Study Center.
- Willingness to undertake responsibilities of any other office works assign by Assistant Director of the center.
 - Student Registration, Coordination of academic programmes and activities.

Note

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

Applicants with fluency in all three languages will be given preference.

Apply

Suitable qualified candidates should email or post their duly completed CV on or before 11th July 2023 to

adput@ou.ac.lk titled application for "Project Assistant Office".

A monthly all inclusive fixed salary of 30,000 will be paid for the selected candidate.

For any clarification call: 032 2266 822

**Assistant Director
Open University of Sri Lanka
Puttalam Study Center
137/1, A3, Road Puttalam**

22nd June 2023