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இலங்கை திறந்த பல்கலைக்கழகம்
THE OPEN UNIVERSITY OF SRI LANKA

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STAFF DEVELOPMENT CENTRE

பணியாளர்கள் அபிவிருத்தி நிலையம்

POST OF PROJECT ASSISTANT

Staff Development Centre (SDC) of The Open University of Sri Lanka is seeking a suitably qualified person for the post of Project Assistant (on contract).

Qualifications:

- A Bachelor's Degree from a recognized university preferably with a class
- Competency in basic computer use
- Ability to work independently
- Experience with coordinating programs/workshops/short courses would be an added advantage

Job description:

- Organizing and coordinating workshops and programs
- Liaising with resource persons and participants
- Administrative and online support for workshops and programs
- Data collection, analysis and preparation of reports

Duration:

- Initially for 3 months with the possibility of extending to a maximum of two years.

How to apply:

- Eligible candidates are requested to email their CV with scanned copies of certificates to sdsc@ou.ac.lk
- Shortlisted candidates will be invited to an interview either via Zoom or in-person
- Applications will be accepted till **4pm on 04 August 2023**

For further information:

Dr. U.S. Premarathne
Director/ SDC
dirdsc@ou.ac.lk

P.O. Box 21, Nawala, Nugegoda, Sri Lanka

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