



# THE OPEN UNIVERSITY OF SRI LANKA

Career Guidance Unit-Colombo Regional Centre

## Post of Project Assistant

The Career Guidance Unit is looking for a Project Assistant to support their activities.

### Qualifications:

- Bachelor's degree in management/Software Engineering/Science discipline from a recognized University
- Writing CGU website content and update the CGU website
- Very good communication skills both in written and spoken English
- Experience in event management is preferred
- Ability to handle administrative work, scheduling, and coordination work
- Ability to work flexible hours, depending on the requirements of the unit

### Nature and Duration of the Appointment:

On contract basis/03 Months (subject to extension up to 1 years)

Qualified candidates should e-mail their CVs along with a scanned degree certificate, and transcript, including contact details, **on or before 30<sup>th</sup> September 2023**. The interview date will be informed in due course.

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