



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

EMPLOYMENT OPPORTUNITY- POST OF PROJECT ASSISTANT (CONTRACT BASIS)

WALK IN INTERVIEW

05th April, 2024 - 09.30 a.m. to 03.00 p.m.

The Postgraduate Institute of English, affiliated to Open University of Sri Lanka, 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 the Establishment Division and students' affairs etc.

Qualifications, experience and attributes – Project Assistant (On Contract)

1. A degree in any subject
2. Ability to handle administrative work and documentation
3. Ability to competently use MS Word and MS Excel
Ability to work in an online environment with email and other forms of electronic communication
4. The selected candidate will also be required to familiarize his/herself with the G-suite for Education (Google Classroom) used by PGIE.
5. Ability to work flexible hours, depending on the institute's requirements.

Nature and Duration of appointment

On contract basis/ for a six months' period (subject to extensions)

Remuneration

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

(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 05th April 2024. Bring the duly filled application, relevant educational certificates and other relevant documents including birth certificate and NIC with photocopies. Incomplete or illegible applications will be rejected without intimation.

Please contact following office telephone or email for prior appointment. Apply with a CV.

sarpgie@ou.ac.lk 011-2825805

**Director
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