



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

**EMPLOYMENT OPPORTUNITY – PROJECT ASSISTANT**

**WALK IN INTERVIEW**

**DATE: 24<sup>th</sup> July, 2024 – 10:00 a.m. to 1:00 p.m.**

The Postgraduate Institute of English, affiliated to the Open University of Sri Lanka is looking for a Project Assistant (on contract) to support the administrative staff on a number of office functions including student affairs, duties related to the establishment division, processing of assignments, classroom arrangements, preparation of letters, reports, vouchers etc.

**Qualifications, experience and attributes – Project Assistant**

1. A degree in any subject
2. Ability to competently use MS Word and MS Excel
3. Ability to handle office work and documentation
4. Ability to work in an online environment with email and other forms of electronic communication
5. The selected candidate will also be required to familiarize him/herself with G-suite for Education (Google Classroom)
6. Ability to work flexible hours, depending on the institute's requirements and ability to work on weekends if required
7. If selected, the candidate will work under the guidance of a permanent PGIE staff member and will need to support the PGIE team. From time to time the Senior Assistant Registrar may assign different duties depending on the Institute's requirements.
8. If selected, the candidate will work during normal working hours: Monday to Friday – 8:30 am to 4:15 pm.

**Nature and Duration of appointment: On contract basis - 6 months**

Appointments will be made initially for six months and extendable up to one year or more based on performance and requirements of the PGIE

**Remuneration**

Fixed monthly allowance of **Rs. 30,000.00 + Rs. 5000.00** (*government approved allowance*).

OUSL rates applicable for similar posts (*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 24<sup>th</sup> July, 2024. Bring the degree certificate, other relevant educational certificates and any other relevant documents including birth certificate and NIC with photocopies.**

Submit a CV to [pgielecv46@ou.ac.lk](mailto:pgielecv46@ou.ac.lk) on or before 23<sup>rd</sup> July, 2024 4: 00.pm.

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