



THE OPEN UNIVERSITY OF SRI LANKA

HATTON STUDY CENTRE

VACANCY

POST OF PROJECT ASSISTANT

Full Time Vacancy

(On Contract)

Qualifications:

- Candidates should hold a bachelor's degree from a recognized University.
- Possess sound knowledge in office packaging and documentation.
- Fluency in Tamil, English and Sinhala.
- Effective communication skills.
- Age above 25 years

Job Profile:

- Support to all the academic and administrative work at Hatton Study Centre.
- Should be able to work on Sundays.

Duration of the appointment:

- Appointments will be made initially for six months, extendable up to 04 years based on the performance.

Remuneration:

- A fixed monthly allowance of Rs.30, 000.00 and entitled for EPF and ETF.

A Walk-in Interview

Venue -: The Open University of Sri Lanka, Hatton Study Centre

Date -: 2024.09.26

Time -: 9.30 am – 1.00 pm.

Preference will be given to the applicants from Nuwara Eliya district. Please bring your Curriculum Vitae (2 copies), Originals of Educational Certificates, National Identity Card, and Birth Certificate with a set of photocopies.

Inquiries: - Assistant Director/Hatton Study Centre – 051 2225139

Registrar

The Open University of Sri Lanka

Date: 20.09.2024