



THE OPEN UNIVERSITY OF SRI LANKA
Career Guidance Unit-Colombo Regional Centre

POST OF PROJECT ASSISTANT (ON CONTRACT)

Applications will be entertained from suitably qualified people for the above post.

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

Duration of the Appointment:

Appointments will be made initially for three months and extendable up to two years based on performance.

Remuneration:

Fixed monthly allowances of 30,000 (inclusive of COL allowance) + EPF+ETF

Qualified candidates should e-mail their CVs along with a scanned degree certificate, and transcript, including contact details, **on or before 04th October 2024.**

The decision of the Open University of Sri Lanka shall be final and conclusive. Applications received after the closing date will not be considered. Incomplete applications will be rejected. University has the right to shortlist the candidates and only qualified shortlisted candidates will be called for an interview.

Email: careerfair@ou.ac.lk

Inquiries: 0112881049

Registrar

The Open University of Sri Lanka

Date: 25.09.2024