



# THE OPEN UNIVERSITY OF SRI LANKA

## Matale Study Centre- Regional Educational Services

### POST OF PROJECT ASSISTANT (ON CONTRACT)

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

#### Qualifications: •

- Any bachelor's degree from a recognized University.
- Ability to handle administrative work, scheduling, and coordination work.
- Competent in ICT Skills
- Ability to work during weekends.

**Preference will be given:** Residents of Matale District

#### Duration of the appointment

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

#### Remuneration:

Fixed monthly allowance of Rs.30, 000/= (inclusive of COL allowance) + ETF + EPF

Suitably qualified candidates are invited to **apply with a CV through email : [admtl@ou.ac.lk](mailto:admtl@ou.ac.lk) on or before 28<sup>th</sup> September 2024**. The subject of the email should be "application for the project Assistant".

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. The university has the right to shortlist the candidates and qualified shortlisted candidates will be called for an interview.

Inquiries: Assistant Director, Matale Study Centre 070 621 5120

Registrar

The Open University of Sri Lanka

Date: 19-09-2024