



THE OPEN UNIVERSITY OF SRI LANKA
Center for Self-Financing Activity (C-SFA)
POST OF PROJECT ASSISTANT
WALK- IN - INTERVIEW

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

Qualifications:

- A bachelor's degree awarded by a recognized University.
- Computer Literacy is essential.
- Capacity for teamwork
- Communication skills in English (Oral and Written).

Job description:

- Checking financial statements.
- Processing and maintaining database and records (electronic and paper forms).
- Analyzing and writing reports.
- Effective interaction (written and verbal) with the coordinators and external institutions, etc.

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/=

How to apply:

- Suitably qualified candidates are invited to be present on 05th November 2024 at 10.00 a.m. in the C-SFA Office (**Near the SANASA**), The Open University of Sri Lanka, Nawala, Nugegoda.
- Candidates are required to bring a **CV, originals and certified copies of relevant Educational Certificates, Birth Certificate and National Identity Card** for the interview.

The decision of the Open University of Sri Lanka shall be final and conclusive.

Inquiries:

- HS Lakmal Perera - Director/ C-SFA
- Tele - 0112-881158/ 0112-813448/ 0777-290079

Registrar

The Open University of Sri Lanka Date:

2024.10.29