THE OPEN UNIVERSITY OF SRI LANKA

FACULTY OF NATURAL SCIENCES

PROJECT ASSISTANT for

Faculty Quality Assurance Cell

The Faculty of Natural Sciences is looking for a Project Assistant (On Contract basis) to support the administrative activities of the Quality Assurance Cell in Faculty of Natural Sciences.

Qualifications:

- Should hold a bachelor's degree in science, preferably with computer science as a subject from a recognized university.
- Ability to handle administrative responsibilities, scheduling and coordination work.
- Ability to use statistical software, MS Office software and the use of internet-based applications for communication (Google drive, Google forms).
- Fluency in English and Sinhala (reading, writing & speaking) and effective communicationskills. Tamil language proficiency will be an advantage.
- Ability to work flexible hours, depending on the requirements of the programme.

Nature and Duration of appointment:

On contract basis / 06 months (Subject to extensions up to 2 years)

Salary: Rs. 30000/- per month (fixed)

Walk in interview:
Those interested are required to attend a Walk in Interview which is to be held in the Board Room/Faculty of Natural Sciences, The Open University of Sri Lanka, Nawala, Nugegoda on 10th December 2024 from 10.00am – 12.00 noon.

A duly signed self-prepared application including the curriculum vitae, original certificates with photocopies of detailed degree certificate/final result sheet, Birth Certificate and National Identity Card.

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

Assistant Registrar/ Faculty of Natural Sciences

(for further information call – 0112881226)

Registrar
The Open University of Sri Lanka
20.11.2024