



THE OPEN UNIVERSITY OF SRI LANKA

LEGAL AND DOCUMENTATION DIVISION

VACANCIES

POST OF PROJECT ASSISTANT (ON CONTRACT)

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

Qualifications:

- The applicant should hold a Bachelor's Degree from a recognized University.

Preference will be given to those who possess:

- Good command in English (reading and writing).
- Effective communication skills.
- Basic Computer skills in MS Office and computer type writing ability both in English and Sinhala.
- Those who live in Colombo District are encouraged to apply.

Duration of the appointment

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

Remuneration

Fixed monthly allowance of Rs.30,000 (Inclusive of COL allowance) and will be entitled for EPF and ETF.

How to apply

Suitable qualified candidates should e-mail their Curriculum Vitae to sarlegaldoc@ou.ac.lk on or before 20th December 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. The university has the right to shortlist the candidates and qualified shortlisted candidates will be called for an interview.

Inquiries – Deputy Registrar/ Legal & Documentation Division (0112-881094)

Registrar,
The Open University of Sri Lanka
06.12.2024