



**THE OPEN UNIVERSITY OF SRI LANKA
FACULTY OF MANAGEMENT STUDIES**

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

**EMPLOYMENT OPPORTUNITY – PROJECT ASSISTANT
(Ampara Study Center)**

Department of Human Resource Management of the Faculty of Management Studies is looking for a Project Assistant to support the delivery of its academic programmes in Management discipline at Ampara Study Center.

Qualifications:

- Bachelor's Degree in Management discipline from a recognized University
- Ability to confidently communicate orally and written in English
- Ability to handle administrative and academic program coordination work
- Ability to use MS Office software and the use of the Internet based and mobile applications for regular official communication
- Ability to work for flexible hours including weekends.

Nature and Duration of appointment:

On contract basis/ 6 months (subject to extension up to 4 years)

Normal working days from Wednesday to Sunday from 8.30 am to 4.15 pm

● **Remuneration:**

A fixed monthly allowance of 40,000/= per month will be entitled for EPF and ETF.

Selection mode: Short listed applicants will be called for the final interview.

Suitably qualified persons are requested forward their comprehensive CVs to Head, Department of HRM, Faculty of Management Studies, The Open University of Sri Lanka or email to hdhrm@ou.ac.lk and copy to bmslevel4@ou.ac.lk on or before **17th February 2025.**

Registrar,
The Open University of Sri Lanka
Nawala, Nugegoda.

For any clarification please contact 0112881434