



## THE OPEN UNIVERSITY OF SRI LANKA

Mannar Study Center

### POST OF PROJECT ASSISTANT (ON CONTRACT)

#### Interview

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

#### Qualifications:

- Bachelor's degree from a recognized University ( Sound Computer (IT) knowledge will be an advantage)
- Very good communication skills both in written and spoken English
- Experience in event management is preferred
- Ability to handle administrative work, scheduling, and coordination work
- Ability to work flexible hours, depending on the requirements of the center

#### Duration of the Appointment:

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

#### Remuneration:

Fixed monthly allowances of 40,000 (inclusive of COL allowance)

Entitled for EPF & ETF

#### Interview:

Qualified candidates are invited to send their CV's on or **before Feb 15 2025** to attend the interview as per the following details.

- Date: **18<sup>th</sup> February 2026 from 9.00am to 01.30pm**
- Venue: **Administration Office, Mannar Study Center, The Open University of Sri Lanka, Chavatkaddu, Mannar**
- Document: **Originals and certified true copies of educational qualifications, NIC, Signed CV, work experience letter(if any)**

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

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Assistant Director

Mannar Study center

The Open University of Sri Lanka