



**THE OPEN UNIVERSITY OF SRI LANKA
PRINTING PRESS**

**EMPLOYMENT OPPORTUNITY – PROJECT ASSISTANT
(THE OPEN UNIVERSITY PRESS)**

The Open University of Sri Lanka - Press is looking for a Project Assistant to support the Production process in Management and Accounting discipline at University Press.

Qualifications:

- Bachelor's Degree in any discipline from a recognized University
- Ability to confidently communicate orally and written in English
- Ability to handle administrative and coordination works for production
- Ability to use MS Office software and the use of the Internet based and mobile applications for regular official communication
- Ability to work 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 Monday to Friday 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: Walk in interview.

Suitably qualified persons are requested to be present at The Printing Press, The Open University of Sri Lanka on 2026.01.28, & 29 10.00 a.m.to 3.00 p.m. along with all their original certificates.

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

For any clarification, please contact 0112881216 / 0112768054