THE OPEN UNIVERSITY OF SRI LANKA

Colombo Regional Centre

Department of Physics, Faculty of Natural Sciences

Post of Project Assistant (Administrative) - On Contract

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

Qualifications:

- Bachelor's degree from a recognized University
- 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 Department

Duration of the Appointment:

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

Remuneration:

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

Nature and duration of appointment:

Normal working days are from Monday to Friday, 8.30 am to 4.15 pm.

Suitably qualified candidates are invited to apply for the post by completing the available Google Form below. **A QR code for the Google Form application has been provided below for your convenience.**
Google Form Link - https://forms.gle/Ew3BMTTEGPMB7vBo8

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 only qualified shortlisted candidates will be called for an interview.

Please note that applications will be accepted only until 30th November 2026. Applications received after the closing date will not be considered.

Inquiries: Ms. KGC Nuwanthi (MA) / Department of Physics (0112881242)

Acting Registrar
The Open University of Sri Lanka
Date: 13.11.2026