THE OPEN UNIVERSITY OF SRI LANKA
Faculty Quality Assurance Cell
Faculty of Natural Sciences

POST OF PROJECT ASSISTANT (ON CONTRACT)

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

Qualifications:

- A bachelor's degree (preferably a BSc General Science degree) with computer science as a subject or a Diploma in computer science.
- Ability to handle administrative responsibilities, scheduling and coordination work.
- Ability to use MS Office software and the use of internet-based applications for communication (Google drive, Google forms).
- Fluency in English and Sinhala (reading, writing & speaking) and effective communication skills. Tamil language proficiency will be an advantage.

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. 40,000 (Inclusive of COL allowance) and will be entitled for EPF and ETF.

Nature of the Appointment: Normal working days from Monday to Friday 8.30 a.m. to 4.15 p.m.

How to Apply: Qualified candidates should e-mail their CVs along with a scanned degree certificate, transcript and Birth certificate including contact details to qacnsc@ou.ac.lk on or before 18th December 2026. Short listed candidates will be called for an interview on 21st December 2026 at 1.00 P.M in the Board Room of the Faculty of Natural Sciences.

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. University has the right to shortlist the candidates and qualified shortlisted candidates will be called for an interview.

Inquiries: 0112319964 (FQAC Coordinator), qacnsc@ou.ac.lk

Acting Registrar
The Open University of Sri Lanka
Date: 19.11.2026