



# THE OPEN UNIVERSITY OF SRI LANKA

## Information Studies Unit

### POST OF PROJECT ASSISTANT (ON CONTRACT)

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

#### **Qualifications:**

- Bachelor of Arts Degree preferably in the field of library and Information Science/any other Social Sciences disciplines.

#### **Note:**

- Ability to handle administrative work.
- Fluency in English and Sinhala
- Ability to use MS Office software and the use of Internet based and mobile applications for communication (ICT Skills).
- Ability to work flexible hours, depending on the requirements of the Unit.

#### **Duration of the appointment**

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

#### **Remuneration:**

Fixed monthly allowance of Rs. 40,000.00 and will be entitled for EPF and ETF.

#### **Work Location:** Information Studies Unit, The Open University of Sri Lanka, Nawala, Nugegoda

Qualified candidates should e-mail their CVs along with a scanned degree certificate and transcript, including contact details, on or before 15th May 2025.

Email: [coordinatorisu@ou.ac.lk](mailto:coordinatorisu@ou.ac.lk)

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.

Inquiries: – 0112 881263 (Information Studies Unit)

Registrar

The Open University of Sri Lanka

02.05.2025