



THE OPEN UNIVERSITY OF SRI LANKA  
FACULTY OF MANAGEMENT STUDIES

**DEPARTMENT OF ORGANIZATIONAL STUDIES**

**EMPLOYMENT OPPORTUNITY – PROJECT ASSISTANT**

Department of Organizational Studies of the Faculty of Management Studies is looking for Project Assistants to support the delivery of its academic programmes in Management discipline.

**Qualifications:**

- Bachelor's Degree in Management discipline from a recognized University
- Ability to handle verbal and written correspondence in English
- Ability to handle administrative work, class scheduling and coordination work
- Ability to use MS Office software and the use of the Internet based and mobile applications for communication
- Ability to work flexible hours, depending on the requirements of the Department and Faculty

**Nature and Duration of appointment:**

On contract basis/ 6 months (subject to extension upto 2 years)

Suitably qualified candidates are requested email an application with a Curriculum Vitae detailing relevant educational, professional and experience to email address [arfms@ou.ac.lk](mailto:arfms@ou.ac.lk)

**Last date of submission of Applications: 4<sup>th</sup> August, 2020**

Assistant Registrar,  
Faculty of Management Studies  
The Open University of Sri Lanka  
Nawala, Nugegoda.

**For any clarification please contact 0112881255**