



**THE OPEN UNIVERSITY OF SRI LANKA
FACULTY OF MANAGEMENT STUDIES**

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

EMPLOYMENT OPPORTUNITY – PROJECT ASSISTANT

Department of Human Resource Management of the Faculty of Management Studies is looking for a Project Assistant to support the delivery of its academic programmes in Management discipline.

Qualifications:

- Bachelor's Degree in Management discipline from a recognized University
- Ability to confidently communicate orally and written in English
- Ability to handle administrative and academic program coordination work
- Ability to use MS Office software and the use of the Internet based and mobile applications for regular official communication
- Ability to work for flexible hours including weekends, 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)

Normal working days from Monday to Friday from 8.30 am to 4.15 pm

Selection mode : Interview for short listed applicants

Suitably qualified persons are requested to forward their comprehensive CVs to Head /HRM, or email to kpnis@ou.ac.lk on or before 14th August 2020.

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

For any clarification please contact 0112881434