



**THE OPEN UNIVERSITY OF SRI LANKA**  
**Colombo Regional Centre**  
**Department of Physics , Faculty of Natural Sciences**  
**Post of Project Assistant (Administrative)**

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 two 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 8.30am to 4.15pm.

Qualified candidates should e-mail their CVs along with a scanned degree certificate, and transcript, including contact details, **on or before 07<sup>th</sup> April 2025**.

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 only qualified shortlisted candidates will be called for an interview.

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

**Inquiries: 0112881242**

**Registrar**

**The Open University of Sri Lanka**

**Date: 24.03.2025**