



CERC Centre for External Resources Consultancy The Open University of Sri Lanka

P.O.Box 21, Nawala, Nugegoda / Tel. 0112881000, Ext.658 / Fax.0112813448 / email: cerc@ou.ac.lk

Calling Applications for the Post of Project Assistant **Center for External Resources & Consultancy (CERC)**

Qualifications: A Bachelor's degree awarded by a recognized University or an equivalent qualification

Job description: - Checking proposals and financial statements.
- Processing and maintaining databases and records (electronic and paper forms).
- Analyzing and writing reports.
- Effective interaction (written and verbal) with the internal divisions and external institutions.

Monthly pay: Rs. 30000/- per month fixed allowance

Duration: 3 months, with the possibility of extending the period to a maximum of two years.

Application closing date: 18th June 2020.

Please forward your CV via email to dircerc@ou.ac.lk. Kindly indicate names of two referees, with their contact details in the CV.

Director/CERC