



THE OPEN UNIVERSITY OF SRI LANKA  
FACULTY OF MANAGEMENT STUDIES

**DEPARTMENT OF MARKETING MANAGEMENT**

**EMPLOYMENT OPPORTUNITY – PROJECT ASSISTANT**

The Department of Marketing 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 up to 2 years)

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

Candidates are requested to attend a walk-in-interview on 7<sup>th</sup> April 2021 between 10.00am and 01.00pm for the Post of Project Assistant at the Department of Marketing Management, Faculty of Management Studies, The Open University of Sri Lanka.

Venue:- Head/Department of Marketing Management,  
Faculty of Management Studies,  
The Open University of Sri Lanka,  
Nawala, Nugegoda.

For any clarification please contact 0112881523/0112881255