



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

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

EMPLOYMENT OPPORTUNITY – PROJECT ASSISTANT

The 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 the 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

Selection mode : Interview for shortlisted applicants

Suitably qualified persons are requested to forward their comprehensive CVs to Head /HRM, Faculty of Management Studies, The Open University of Sri Lanka, Nawala, Nugegoda. Or email to ouslfmsdhr@gmail.com on or before 17th April 2022.

Head,
Department of HRM,
Faculty of Management Studies
The Open University of Sri Lanka
Nawala, Nugegoda.

For any clarification please contact 0112881434