



**THE OPEN UNIVERSITY OF SRI LANKA**  
**CENTRAL DISPATCH UNIT**  
**EMPLOYMENT OPPORTUNITY – PROJECT ASSISTANT**

Central dispatch unit (CDU ) of the Open University of Sri Lanka is seeking a suitably qualified persons for the post of project Assistant

**Qualifications:**

- The Applicant should hold a Bachelor's degree from a recognized university

**Experience**

- Experience in stock handling and course materials distribution
- Ability to use MS Office software.
- Work with Internet based software and capacity for teamwork, communication skills with academic departments.

**Job description**

- To assist stock handling and using Open University Information system (OMIS -Open University Management Information System)

**Nature and Duration of appointment:**

On contract basis/ 3 months (subject to extension up to 2 years)

Working days – Monday to Saturday (only 5 days based on working roster)

**Remuneration:**

Fixed monthly allowance of 30,000/= and will be entitled for EPF and ETF.

**Walk-in interviews**

Suitably Qualified candidates should attend the interview with an application together with a Curriculum Vitae, Original Certificates of Educational Qualifications and copies of Birth Certificate & NIC

**Please email your curriculum vitae before 20-04-2021 to [oiicdu@ou.ac.lk](mailto:oiicdu@ou.ac.lk)**

Date : 22<sup>th</sup> April 2021

Time : 10.30 a.m.

Venue : Central Dispatch Unit, OUSL, Nawala ,Nugegoda.

Further Information: **0112881364/oiicdu@ou.ac.lk**

Officer in Charge, Central Dispatch Unit, The Open University of Sri Lanka ( for D/RES)