THE OPEN UNIVERSITY OF SRI LANKA

ANURADHAPURA REGIONAL CENTRE

VACANCY

POST OF OPERATION ASSISTANT (ON CONTRACT)

Qualifications -:

- Should have passed the G.C.E. O/L examination with six subjects in one sitting or NVQ Level 04 or equivalent.
- Basic knowledge of working with MS Office package.
- Communication and People Skills.
- Proven experience as front desk representative and Ability to working with Sinhala, Tamil and English Language would be added advantage.

Job Profile:

- The person appoint for this position should be able to work as the front desk representative.
- Should be able to work during Saturday and if required on Sunday.

Duration of Appointment - :

- Appointment will be made initially for three months, extendable up to two years based on performances. (Selected Person should be available full time at Anuradhapura Regional Centre of The Open University of Sri Lanka). Priority will be given to the applicants who are from Anuradhapura District.

Remuneration -:

Fixed monthly allowance of Rs. 20,000/- (Inclusive of COL allowance) and will be entitling for EPF and ETF.

Qualified candidates should **email** their duly completed CV on or before 31st January 2023 to below email address.

Email to : adanu@ou.ac.lk

Assistant Director,

Anuradhapura Regional Centre, The Open University of Sri Lanka,

Jaynathi Mawatha, Anuradhapura

Contact No -: 025-2225871