



# **The Open University of Sri Lanka**

## **Nattandiya Study Centre**

### **Vacancy**

### **POST OF OPERATIONS ASSISTANT (CONTRACT BASIS)**

#### **Qualifications:**

- Should have passed the G.C.E O/L examination in six subjects at one sitting or NVQ Level 03.
- Excellent typing skills in English/Sinhala and computer literacy.
- Prior working experience & effective communication skills in Sinhala, English & Tamil would be an added advantage.

#### **Note:**

- Appointment will be made initially for six months and extendable up to two years based on Performance.
- Remuneration – fixed monthly allowance of Rs.20,000.00 (Inclusive of COL allowance) and will be entitled for EPF & ETF.
- Selected person should be available full time at the Nattandiya Study Centre of the Open University of Sri Lanka.
- Applicants from Nattandiya area will be given preference.

#### **How to Apply**

Suitably qualified candidates should E-mail their duly completed Bio-Data to [adnat@ou.ac.lk](mailto:adnat@ou.ac.lk) on or before 02<sup>nd</sup> June 2023. (Please indicate the position applied as “Operations Assistant” in the subject line of the email).

**Actg. Assistant Director**  
**Nattandiya Study Centre**  
**The Open University of Sri Lanka**

For further information call : 0740 138310