



THE OPEN UNIVERSITY OF SRI LANKA

REGIONAL EDUCATIONAL SERVICES

VACANCY

OPERATION ASSISTANT (ON CONTRACT)

Applications are called for the post of Operation Assistant (Contract) at the Director Office of the Regional Educational Services of The Open University of Sri Lanka.

Qualifications

- The candidate should have passed the G.C.E O/L examination with six subjects in one sitting or NVQ Level 02 or equivalent qualification and effective communication skills.

Responsibilities

- Distribution of letters & supporting the day today activities of the division.

Duration of the Appointment

- Appointment will be made initially for six months and extendable up to two years based on the Performances.

Remuneration:

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

Note:

Preference will be given to applicants from Nugegoda area.

Those who are interested should **participate for a walk-in interview that will be held on 16th May 2023 at 10.30 a.m. at Director's office of Regional Educational Services.** Please bring your Curriculum Vitae, original certificates of educational qualifications, national identity card and birth certificate.

Acting Director/ Regional Educational Services

The Open University of Sri Lanka

Nawala, Nugegoda

20/03/2023

Inquiries: 011-2881271 / 011-2856203