



THE OPEN UNIVERSITY OF SRI LANKA

PUTTALAM STUDY CENTER

Vacancy

POST OF OPERATIONS ASSISTANT (ON CONTRACT)

Qualifications:

- Should have passed at least 6 subjects in G.C.E.(O/L) or completed NVQ Level 03
 - Prior working experience would be an added advantage.

Duration of the appointment:

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/= (Inclusive of COL allowance) and will be entitled for EPF and ETF.

How to Apply

Suitable qualified candidates should email or post their duly completed CV on or before 11th July 2023 to

adput@ou.ac.lk titled application for "Office Assistant".

Or send your CV to **137/1, A3, Road Puttalam** titled "Office Assistant".

Duties

Any work assigned to the office labourer in the duty list and any specific task assigned by the assistant director in support of the office registration and administration duties.

For any clarification call: 032 2266 822

**Assistant Director
Open University of Sri Lanka
Puttalam Study Center
137/1, A3, Road Puttalam**

22nd June 2023