



# THE OPEN UNIVERSITY OF SRI LANKA

Information Technology Division

## VACANCIES

**Information Assistant (On Contract)**

Applications are called for the post of Information Assistant (On Contract) at the Open University Information Technology Division – **Nawala**.

**Qualifications:**

- Successful completion of the GCE A/L Examination.
- Candidates should possess computer literacy skills, including proficiency with common office software packages and e-mail.
- Ability to work flexible hours, depending on the requirements of the IT Division.
- Capacity for Teamwork.
- Excellent verbal communication skills & Effective spoken communication skills in English.
- Good knowledge of telephone operation.
- Proficiency in the Tamil language, along with IT knowledge and prior work experience, is an additional advantage.

**Note:**

- Remuneration: A fixed monthly allowance of Rs. 25,000.00 and will be entitled to EPF & ETF
- Appointments will be made initially for one year, with the potential for extension based on performance for up to 2 years.

Qualified candidates should **email** their duly completed CVs on or before the 10<sup>th</sup> May 2024 to below email address.

**Email to: [hrmpm@ou.ac.lk](mailto:hrmpm@ou.ac.lk)**

**Telephone 📞 : 011 – 2881055/378**

Registrar

The Open University of Sri Lanka,