



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 weekends, 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.

Suitably qualified candidates are invited to **apply, please visit: - <https://bit.ly/itd-ia> on or before 15/12/2024.**

The decision of the Open University of Sri Lanka shall be final and conclusive. Applications received after the closing date will not be considered. Incomplete applications will be rejected. The university has the right to shortlist the candidates, and qualified shortlisted candidates will be called for an interview.

Inquiries: 011 – 2881055/378 IT Help Desk

Registrar
The Open University of Sri Lanka,