



THE OPEN UNIVERSITY OF SRI LANKA
NON-ACADEMIC ESTABLISHMENT (LEAVE) DIVISION
VACANCY
POST OF OPERATIONS ASSISTANT (ON CONTRACT)

Applications will be entertained from suitably qualified persons for the above post.

Qualifications:

Should have passed the G.C.E O/L examination in six subjects at one sitting or NVQ Level 4 or equivalent

Excellent Communication skills in English/Sinhala and Computer literacy

Duration of the appointment:

Appointments will be made initially for six months and extendable up to two years based on performance.

Remuneration

Fixed monthly allowance of Rs.25, 000.00 (inclusive of COL allowance) and EPF+ETF

How to Apply:

- Suitably qualified candidates are invited to **apply with a CV through email: leavena@ou.ac.lk**
- Application deadline: 30/01/2025

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.

Registrar
The Open University of Sri Lanka
Date: 17.01.2025