



THE OPEN UNIVERSITY OF SRI LANKA

VACANCIES

THE POST OF CENTRE MANAGER (ON CONTRACT)

The Open University is committed to providing high-quality education and accessible learning opportunities to a diverse community of students. We seek dedicated Centre Managers to join our team and play a vital role in managing and improving the Regional and Study Centres of the Open University.

Educational Qualifications:

- i) Should possess a degree with first or second class from a recognized University/HEI
- OR
- ii) Should possess a degree with a postgraduate degree of not less than one academic year from a recognized University/HEI

Experience: 02 years experience in the area of Managerial/Administrative.

Monthly allowance: Rs. 70,000.00 and EPF+ ETF

Vacant Locations: Gampaha, Nattandiya and Ambalangoda Study Centres

Age: Not more than 45 years

Selection: By the interview

Note.

- The candidates for the post should have a proven track record in communication skills and public relations, proficiency in two or three languages would be advantageous.
- Manage the overall operations of the Regional and Study Centres, including staff supervision, facility management, and resource allocation.
- Ensure the delivery of exceptional student services, including admissions, course registration and support services.
- Ensure compliance with university policies, procedures, and academic regulations at the Regional and Study Centers.
- Foster relationships with local communities and stakeholders to promote the university's programs.
- The appointment will initially be for six months, extendable based on performance.

HOW TO APPLY

E-mail your comprehensive Curriculum Vitae; describing your experience in the relevant field and educational qualifications **with certified copies of relevant certificates** to arigau@ou.ac.lk on or before 17.12.2024. The University reserves the right to shortlist the candidates.

Further, the applications should be submitted by filling the following Google Form using the link given below.

Link of Google Form: <https://forms.gle/3MY5WHaYSxRan6Sw5>

Those who submit the above Google Form and e-mail the CV with copies of certificates on or before 17.12.2024 will only be considered for the interview.

Registrar

The Open University of Sri Lanka

November 27, 2024