



THE OPEN UNIVERSITY OF SRI LANKA

SUPPLIES DIVISION

VACANCY

01.POST OF PROJECT ASSISTANT (On Contract)

02.POST OF OPERATION ASSISTANT (On Contract)

Applications are invited for the above posts at the Supplies Division, Open University of Sri Lanka.

01. Qualifications For Post of Project Assistant (On Contract)

- The applicants should hold a bachelor's degree from a recognized university.
- Ability to communicate in two languages (Sinhala and English) and to handle correspondence in English.
- Proficiency in computer literacy.
- Ability to handle administrative work, scheduling, and coordination work.

02. Qualifications For Post of Operation Assistant (On Contract)

- 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.

Nature of the appointment:

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

Remuneration:

01.Post of Project Assistant:

- Fixed monthly allowance of Rs. 40,000/- (inclusive of COL allowance) and will be entitled for EPF and ETF.

02.Post of Operation Assistant:

- Fixed monthly allowance of Rs. 25,000/- (inclusive of COL allowance) and will be entitled for EPF and ETF.

- Please mail your Curriculum Vitae to **awday@ou.ac.lk** on or before 19th September 2025. Short-listed candidates will be called for an interview. **(Please state the post in the subject of the email)**
- 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. University has the right to shortlist the candidates and qualified candidates will be called for an interview.

Registrar,
The Open University of Sri Lanka.
Nawala, Nugegoda.