



THE OPEN UNIVERSITY OF SRI LANKA

Finance Division

Vacancies

Applications are invited for the followings posts at the Finance Division, The Open University of Sri Lanka.

Post of Project Assistant (On Contract)

Qualifications :

- 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.

Notes

- Age between 25 and 35 years.

Nature of the appointment:

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

Remuneration:

- Fixed monthly allowance of Rs.40,000/-(inclusive of COL Allowance) + EPF and ETF.

Post of Operation Assistant (On Contract)

Qualifications:

- Should have passed the G.C.E. O/L Examination with six subjects in one sitting or equivalent NVQ Level 02
- Ability to read and understand basic English
- Working experience would be an added qualification

Notes

- Age between 25 and 35 years.

Nature of the appointment:

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

Remuneration:

- Fixed monthly allowance of Rs.25,000/-(inclusive of COL Allowance) + EPF and ETF.

Please email your Curriculum Vitae with a copy of the Degree Certificate (only for Project Assistant) to the bursar@ou.ac.lk on or before **15th December 2025**. Short-listed candidates will be called for an interview.

(Please state the post in the subject of the email)

Venue: Bursar's Office of the Finance Division
The Open University of Sri Lanka Nawala, Nugegoda.

Inquiries: 0112881296 (Finance Division)

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