



THE OPEN UNIVERSITY OF SRI LANKA
VACANCY
Post of Centre Manager (On Contract)
Centre for IT Education Services (CITES)

Qualifications:

- A Bachelor's degree in IT, Engineering, Science, Management or any related field.
- Minimum 1 year of previous work experience in a similar capacity.

Additional qualifications:

- Excellent communication and interpersonal skills with the ability to take meeting minutes and produce reports efficiently.
- Being familiar with digital platforms such as Zoom/Google Meet/MS Teams, etc., and being able to use the LMS for answering student queries.
- Must be a team player with strong leadership skills and have the ability to coordinate with senior academic and administrative staff in the university, as well as with external tutors and visiting academics.
- Experience in Open and Distance Learning Methodology will be an added advantage

Nature and duration of appointment:

- Payment – Fixed monthly allowance of Rs. 70,000/= per month and EPF and ETF.
- Duration – 06 months (extendable for 2 years)
- Ability to work flexible hours in addition to normal working hours of 8.30 am - 4.15 pm.
- The candidate should be available full-time at the Centre for IT Education Services, Colombo Regional Centre, the Open University of Sri Lanka

How to apply:

Please upload your Curriculum Vitae to the Google form mentioned below on or before **23rd January 2026**.

<https://shorturl.at/1fJy6>

General TOR is at: <https://shorturl.at/RoDqV>

- *Only the short-listed candidates will be called upon for an interview.*

For any clarifications, contact: dircites@ou.ac.lk (Director/CITES)

Registrar
The Open University of Sri Lanka
Date: 13.01.2026