



The Open University of Sri Lanka

Trincomalee Study Centre

Vacancy

POST OF OPERATIONS ASSISTANT (ON CONTRACT)

Qualifications:

- NVQ Level 04 in ICT & Six Passes in G.C.E.(O/L) including English Language
- Assist with office tasks & supporting the day to day activities of the centre
- Ability to work flexible hours and working on Saturdays & Sundays is a must.
- Preference will be given to those who are able to communicate in Tamil and Sinhala.
- Preference will be given to those residing around Trincomalee town.

Duration of the appointment:

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

Remuneration:

Fixed monthly allowance of Rs.30,000/= (Inclusive of COL allowance) and will be entitled for EPF and ETF.

How to Apply:

Self-prepared applications with a CV should be sent and hand over directly to "Assistant Director, The Open University of Sri Lanka, Trincomalee Study Centre, No.26A, Post Office Road, Trincomalee" or E-mail it to adtri@ou.ac.lk on or before 05th May, 2026

(Please indicate the position applied as Operation Assistant on the top left-hand corner of the envelop).

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 reserves the right to shortlist candidates, and qualified shortlisted candidates will be called for the interview

Inquiries: 026-2222088

Registrar
The Open University of Sri Lanka
22.04.2026