

THE OPEN UNIVERSITY OF SRI LANKA
Department of Civil Engineering, Faculty of Engineering Technology

Post of Operation Assistant (On Contract)

Qualifications:

- Should have passed G.C.E. A/L all subjects in one sitting.
- Age should be between 20 to 30 years.
- Very good communication skills both in written and spoken English.
- Ability to handle administrative work, scheduling, and coordination of work.
- Proficiency in IT knowledge (Website handling, Photoshop, Illustrator).
- Experience in event management is preferred.

Remuneration:

Fixed monthly allowances of Rs. 25,000, with entitlement to EPF and ETF.

Nature and duration of appointment:

- Full-time working on working days (Monday to Friday 8.30 a.m. to 4.15 p.m.) at the Department of Civil Engineering at Nawala.
- The appointment will be made initially for one year and extendable up to two years based on performance.

Qualified candidates should **e-mail their CVs (including contact details) along with a scanned G.C.E. A/L results sheet, on or before 27th April 2025.**

The decision of the Department of Civil Engineering, OUSL shall be final and conclusive. Applications received after the closing date will not be considered. Incomplete applications will be rejected. The department has the right to shortlist the candidates and only qualified shortlisted candidates will be called for an interview.

Inquiries

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Registrar

The Open University of Sri Lanka

22nd April 2025