



THE OPEN UNIVERSITY OF SRI LANKA
Faculty of Education
The Department of Educational Leadership and Management
Post of Operations Assistant (On Contract)

Applications are invited from suitably qualified candidates for the post of **Operations Assistant (on contract)** at the Department of Educational Leadership and Management, Faculty of Education.

Qualifications:

- Six (6) passes at the **G.C.E. Ordinary Level Examination in one sitting or NVQ Level 4** or equivalent qualification
- Ability to **read and understand English**

Duration of Appointment:

- Appointments will be made **initially for six (6) months**, with the possibility of extension **up to two (2) years** based on performance.

Remuneration:

- **Fixed monthly allowance of Rs. 25,000.00** (inclusive of Cost of Living allowance)
- Entitled to contribute to the **Employees' Provident Fund (EPF)** and **Employees' Trust Fund (ETF)**

Nature of Appointment:

- Regular working days: **Monday to Friday, 8.00 a.m. – 4.30 p.m.**
- As the Open University is an **Open and Distance Learning (ODL)** institution, selected candidates must be willing to **perform duties on weekends and holidays**, if required.

How to Apply:

Interested candidates should submit their **Curriculum Vitae (CV)** via email to: hdelm@ou.ac.lk

Deadline: 28th August 2025

Important Notes:

- **Incomplete or late applications** will not be considered.
- The University reserves the right to **shortlist candidates**, and only shortlisted applicants will be **called for an interview**.
- The decision of the Open University of Sri Lanka will be **final and conclusive**.

Inquiries: Head, Dept of ELM, Faculty of Education, **011 288 1168**

Registrar

The Open University of Sri Lanka
21.08.2025