



THE OPEN UNIVERSITY OF SRI LANKA

Finance Division

Vacancies

- **Post of Financial Coordinator (On Contract)**
- **Post of Project Assistant (On Contract)**
- **Operation Assistant (On Contract)**

The walk-in-interviews for the above posts will be held on **07th November 2025** from **9.00 a.m.** in the **Office of the Bursar of the Open University of Sri Lanka, Nawala, Nugegoda.**

Post of Financial Coordinator (On Contract)

Qualifications :

- The applicant should hold a Bachelor of Degree from a recognized University preferably in Management / Finance or Business Administration.
- Good commands in English, Computer Literacy Skills & Good Team Worker.
- One year's experience in Finance Division of a recognized organization.

Notes

- Age between 25 and 35 years.
- University is approved practical training organization for all levels of CA Sri Lanka and AAT.
- Selected person should be available full time at the Finance Division of the Open University of Sri Lanka

Nature of the appointment:

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

Remuneration:

- Fixed monthly allowance of Rs.50,000/- + EPF and ETF.

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, extendable based on performance up to four years.

Remuneration:

- Fixed monthly allowance of Rs.40,000/- + 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 be made initially for Six months and extendable based on performance.

Remuneration:

A fixed monthly allowance of Rs.25,000 (Inclusive of COL allowance) and entitled to contribute for EPF and ETF.

Suitably qualified candidates should attend the interview with **self-prepared application, originals of birth certificate, NIC and relevant educational certificates with certified copies.**

Inquiries: 0112881296 (Finance Division)

Registrar

The Open University of Sri Lanka.

Nawala, Nugegoda.

29.10.2025