



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 four (4) years** based on performance.

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.

Remuneration: Fixed monthly allowance of **Rs.30,000/=** (inclusive of COL allowance) +ETF + EPF

Suitably qualified applicants are invited to **apply with a CV, including scanned copies of the educational and other relevant certificates, via email hdelm@ou.ac.lk on or before 4th October 2026**. The subject of the email should be **“Application for the post of Operation Assistant (On Contract)**.

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 has the right to shortlist the candidates, and qualified shortlisted candidates will be called for an interview.

Inquiries: Mr. W.M.S.Weerakoon , Head/ Dept. of Educational Leadership and Management, Faculty of Education, OUSL. Tele. **011-2881168**

Acting Registrar
The Open University of Sri Lanka,
Nawala, Nugegoda.
25.09.2026