



THE OPEN UNIVERSITY OF SRI LANKA
Department of Organizational Studies
POST OF ACADEMIC CO-ORDINATOR (Part Time) – 01 Vacancy

Applications will be entertained from suitably qualified persons for the above post.

Qualifications:

Bachelor's degree in the management discipline from a recognized University.

OR

Equivalent professional qualification

AND

3 years' experience in academic / administration/Coordination/industry.

Preference will be given for the candidates with.

- o Additional qualifications in the areas of Business Communication/ Business Psychology
- o Fluency in English and Sinhala/Tamil.
- o Ability to use MS Office software and the use of Internet based / mobile applications, for communication.
- o Ability to handle academic / administrative work.
- o Prior Knowledge in Open Distance Learning (ODL) methods

Duration of the appointment - Appointments will be made initially for six months and extendable up to two years based on performance.

Remuneration - Rs.400/= per hour for a maximum of 7 hours per day.

Suitably qualified candidates are invited to apply with a CV through email: sarfms@ou.ac.lk on or before 10.08.2024.

For Inquiries, please contact **Senior Assistant Registrar / Faculty of Management Studies** by **011-2881255**

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