



THE OPEN UNIVERSITY OF SRI LANKA
Dean's Office
Faculty of Management Studies

Post of Academic Coordinator (On Contract)
Kandy, Anuradhapura, Ratnapura Regional Centers and Main Campus
(04 Vacancies)

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

Qualifications:

- Bachelor's degree in the management discipline from a recognized University.
(Holding a professional qualification will be preferred)
- 3 years' experience in academic administration/Coordination/industry.
- Fluency in English and Sinhala/Tamil.
- Ability to use MS Office software and the use of Internet based and mobile applications, for communication.
- Ability to work flexible hours, depending on the requirements of the Dean's Office

● **Notes:**

- A fixed monthly allowance of 45,000/= (Inclusive of COL allowance) per month will be paid.
- Faculty has the right of Shortlisting candidates, and the decision of the University shall be the final and conclusive.

Suitably qualified persons are requested to forward their comprehensive CVs to sarfms@ou.ac.lk on or before 24th April 2024. Late applications shall be rejected. Shortlisted candidates will be called for final interviews.

For any clarification, please contact 0112881255.

Registrar,
The Open University of Sri Lanka,
Nawala, Nugegoda.
08th April 2024