



THE OPEN UNIVERSITY OF SRI LANKA
Department of Language Studies

POST OF ACADEMIC COORDINATOR (PART TIME)

The walk-in-interviews for the above post will be held on **23rd December 2025 from 10.00 a.m. to 1.00 p.m.** in the Department of Language Studies of the Faculty of Humanities and Social Sciences of the Open University of Sri Lanka, Nawala, Nugegoda.

Qualifications:

- Bachelor's Degree from a recognized University.
- 3 years experience in academic and administration.
- Fluency in English and Sinhala/Tamil.
- Ability to use MS Office software and the use of the Internet based and mobile applications for communication.
- Ability to work flexible hours, depending on the requirements of the Department and Faculty

Duration of the appointment

Appointments will be made initially for three months and extendable up to two years based on performance

Remuneration:

Fixed monthly allowance of Rs. 400/- per hour, 100 hours should be complete per month.

Suitably qualified candidates are invited to be present at the interview with **copies of the CV, higher educational certificates, NIC, birth certificate and any other relevant documents.**

The decision of the Open University of Sri Lanka shall be final and conclusive.

Inquiries: **0112881428**

Registrar

The Open University of Sri Lanka

09/12/2025.