



# THE OPEN UNIVERSITY OF SRI LANKA

## Department of Accounting and Finance

### **POST OF ACADEMIC COORDINATOR (ON CONTRACT)** **(TWO VACANCIES)**

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

#### **Qualifications:**

- The applicants should hold a Special/Honours Degree in General Management/ Accounting/ Finance/ Marketing/ Human Resource Management/ Banking with two years of working experience.
- Prior experience in academic administration would be an added advantage.

#### **Preference will be given to:**

- Fluency in English and Sinhala/Tamil
- Ability to use MS Office software and the use of Internet-based and mobile applications for communication.

#### **Duration of the appointment:**

Appointments will be made initially for six months and extend up to two years based on performance.

#### **Remuneration:**

Fixed monthly allowance of Rs. 45,000/- (Inclusive of COL allowance) and will be entitled to EPF and ETF.

**Suitably qualified candidates are invited to apply with a CV through email [hdacf@ou.ac.lk](mailto:hdacf@ou.ac.lk) on or before 20<sup>th</sup> February 2025. The subject of the email should be "Application for the Academic Coordinator".**

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.

Inquiries: Department of Accounting and Finance – 0112881424 / 071 860 7498

Registrar

The Open University of Sri Lanka

10.02.2025