



POSTGRADUATE INSTITUTE OF ENGLISH

THE OPEN UNIVERSITY OF SRI LANKA

POST OF ADMINISTRATIVE COORDINATOR (ON CONTRACT)

WALK IN INTERVIEW – 23/05/2025

The Administrative Coordinator will provide support to the PGIE office mainly in the efficient delivery of SIHL project funded programs Skills Enhancement of Rural English Language Teachers (SERELT) Project and related academic programs offered by the PGIE. The role involves student affairs, establishment and general administrative duties in the office, assignment tracking, follow-up, liaison and related administrative duties and working closely with a team of internal and external academics as well as students.

QUALIFICATIONS:

1. A degree in any subject
2. At least 01 year of administrative experience in an educational context
3. Ability to competently use MS Word and MS Excel
4. Ability to handle office work and documentation.
5. Ability to work in an online environment with email and other forms of electronic communication
6. Ability to work flexible hours, depending on the institute's requirements and ability to work on weekends if required.
7. Proficiency in English, Sinhala and Tamil will be an advantage.
8. The selected candidate will also be required to engage outstation duties as and when necessary.
9. If selected, the candidate will work under Director, Project Coordinators, Senior Assistant Registrar and the guidance of a permanent PGIE staff member and will need to support the PGIE team.
10. (Normal working hours: Monday to Friday – 8:30 to 4:15)

Duration : Appointment will be made initially for six months and is extendable based on performance.

Remuneration: Fixed monthly allowance of Rs. 45,000.00 and a special allowance of Rs. 5000.00. and will be entitled for EPF and ETF

Please attend for a walk-in interview on 23rd May 2025 from 9:30am - 11:30 am

Bring a CV with originals of detailed degree certificate, convocation certificate, service certificates to confirm the above qualification No:2, other relevant educational certificates and any other relevant documents including birth certificate and NIC with photocopies.

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