



**THE OPEN UNIVERSITY OF SRI LANKA  
FACULTY OF MANAGEMENT STUDIES**

**DEPARTMENT OF ORGANIZATIONAL STUDIES**

**EMPLOYMENT OPPORTUNITY – ACADEMIC COORDINATOR**

Department of Organizational Studies of the Faculty of Management Studies is looking for an Academic Coordinator (on contract basis) to support the delivery of its academic programmes in Management discipline.

**Qualifications:**

- Bachelor's Degree in Management discipline from a recognized University. Honours degree in Business Management/ Business Administration/ Commerce/ Entrepreneurship degree holders are encouraged to apply.
- Ability to handle academic administrative work, coordination of study programmes.
- 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.

**Nature and Duration of appointment:**

On contract basis/ 6 months (subject to extensions up to 2 years)

**Suitably qualified candidates are requested email an application with a Curriculum Vitae detailing relevant educational, professional and experience to email address [arfmts@ou.ac.lk](mailto:arfmts@ou.ac.lk)**

**Last date of submission of Applications: 25<sup>th</sup> August, 2022.**

Assistant Registrar,  
Faculty of Management Studies  
The Open University of Sri Lanka  
Nawala, Nugegoda.  
03.08.2022

**For clarifications, please contact 0112881255**