



**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/ 01 Year (subject to extensions up to 2 years)

Suitably qualified candidates are invited for interview along with duly filled Curriculum Vitae (CV) and original certificates along with copies.

Walk –in –Interview

Date : 10th November 2022

Time : 10.30 am Onwards

Venue : Conference Room of the Faculty of Management Studies

Assistant Registrar,
Faculty of Management Studies
The Open University of Sri Lanka
Nawala, Nugegoda.
31.10.2022

For clarifications, please contact 0112881255