



**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 a contract basis) to support the delivery of its academic programmes in the 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 March 2023
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.
20.02.2023

For clarifications, please contact 011288125