

THE OPEN UNIVERSITY OF SRI LANKA
THE FACULTY OF NATURAL SCIENCES
VACANCY - ACADEMIC COORDINATOR (ON CONTRACT)

The Faculty of Natural Sciences is looking for an Academic Coordinator (On Contract basis) to support the delivery of its academic Programme, Diploma in Science in Laboratory Technology.

Qualifications:

- Bachelor of Science Degree, Preferably covering Biology, Chemistry, and Physics related areas of study.
- Minimum of one year experience in administration / academic coordination.
- Knowledge on Moodle or related platforms.
- Ability to use MS office software and the use of internet-based and mobile applications for communication.
- Fluency in English and Sinhala. Tamil language proficiency will be an added advantage.
- Ability to work in flexible hours, depending on the requirements of the Programme.

Nature and Duration of appointment:

On contract basis / initially for 06 months & extended up to 2 years.

Salary: Rs. 45000/- per month (fixed)

Application Procedure:

Suitably qualified candidates are requested to email a Curriculum Vita with scanned certificates & academic transcripts via email to arnsc@ou.ac.lk on or before **28th February 2023** indicating **Academic Coordinator – Diploma in Science in Laboratory Technology** as the subject of your email.

Shortlisted applicants will be notified to attend an interview (bring two copies of Curriculum Vitae and Original Certificates of your educational qualifications, National Identity Card, and Birth Certificate.)

Assistant Registrar
Faculty of Natural Sciences

For more details – 0112881226/453/284