



**THE OPEN UNIVERSITY OF SRI LANKA**  
**Department of Human Resource Management**  
**Faculty of Management Studies**

**VACANCY**  
**Post of Academic Coordinator**  
**(on Contract)**

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

**Qualifications:**

- Bachelor's Degree in Management discipline from a recognized University.
- 3 years' experience in academic administration/Coordination.
- 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 in flexible hours, depending on the requirements of the Department and Faculty.

**Suitably qualified persons are requested to forward their comprehensive CVs to [ouslfmsdhr@gmail.com](mailto:ouslfmsdhr@gmail.com) before 16th June 2023. Short listed candidates will be called for final interviews.**

Head,  
Department of Human Resource Management,  
Faculty of Management Studies,  
The Open University of Sri Lanka,  
Nawala, Nugegoda.

**For any clarification please contact 0112881434**