



THE OPEN UNIVERSITY OF SRI LANKA
Faculty of Humanities & Social Sciences, Department
of Social Studies

Vacancy
Post of Academic Coordinator (Part time)

Applications are called for the post of Academic Coordinator (Part time) at the Department of Social Studies, Faculty of Humanities & Social Sciences of The Open University of Sri Lanka.

Qualifications:

- Bachelor's Degree from a recognized University
- 3 years experience in academic and administration
- 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.

Duration of the appointment

Appointment will be initially for three months and extendable up to two years based on the performance

Remuneration

Monthly allowance: Rs. 400/- per hour, 70 hours should be complete per month.

Suitably qualified candidates are requested email an application with a Curriculum Vitae detailing relevant educational, professional and experience to email address **kmsil@ou.ac.lk**

Last date of submission of Applications: 27th July 2023.

For any clarification call 0112881417 / 0112881221

Head
Department of Social Studies
Faculty of Humanities and Social Sciences
The Open University of Sri Lanka
Nawala, Nugegoda.