



# THE OPEN UNIVERSITY OF SRI LANKA

Faculty of Humanities & Social Sciences, Department of Social Studies

## Vacancy

### Post of Academic Coordinator (On contract)

Applications are called for the post of Academic Coordinator (On Contract) 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 two months and extendable up to two years based on the performance

#### **Remuneration**

Fixed monthly allowance of Rs. 45,000/- (Inclusive of COL allowance) and will be entitled for EPF and ETF.

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](mailto:kmsil@ou.ac.lk)

**Last date of submission of Applications: 27<sup>th</sup> July 2023.**

For any clarification call 0112881417 / 0112881221

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