



**THE OPEN UNIVERSITY OF SRI LANKA**

**FACULTY OF Management Studies**

**VACANCY**

**POST OF ACADEMIC COORDINATOR (On Contract) for the Faculty of  
Management Studies**

Walk-in - Interview is arranged for suitability qualified candidates for the above Post at the Faculty of Management Studies, The Open University of Sri Lanka.

**Qualifications:**

- The applicants should hold a Bachelor (Hons) degree in Management/Administration/ Marketing/Accounting/ Human Resource Management / Management Information System or any other Management related area from a recognized university.
- Experience in academia and/ or administration, Knowledge on Moodle or related platforms would be added advantages.
- Ability to use MS office Packages.
- Ability to work flexible hours, depending on the requirements of the Faculty.
- Fluency in English and Sinhala /Tamil language proficiency will be an Advantage

Please attend the Walk-in -Interview with the following documents.

- Curriculum Vitae , **Original and a copy** of the National Identity Card, Birth Certificate, Degree Certificate and Results Sheet
- **Original** of the G.C.E (O/L) , G.C.E (A/L) and other related educational , Professional Certificates

**Walk-in-Interview** is scheduled on **31<sup>st</sup> August 2023 from 9.00 am to 12.30 pm** at the Dean's office, Faculty of Management Studies, The Open University of Sri Lanka ,Nawala, Nugegoda.

Senior Assistant Registrar / Faculty of Management Studies. (Contact Number: 011 2881 255)

The Open University of Sri Lanka.

Nawala, Nugegoda.

23.08.2023