



**THE OPEN UNIVERSITY OF SRI LANKA  
FACULTY OF MANAGEMENT STUDIES  
DEPARTMENT OF ORGANIZATIONAL STUDIES**

**EMPLOYMENT OPPORTUNITY – ACADEMIC COORDINATOR**

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

**Qualifications:**

- Bachelor's Degree in Management discipline from a recognized University. Honours degree in Business Management/ Business Administration/ Commerce/ Entrepreneurship degree holders are encouraged to apply.
- Ability to handle academic administrative work, coordination of study programmes.
- 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.

**Nature and Duration of appointment:**

On contract basis/ 01 Year (subject to extensions up to 2 years)

**Suitably qualified candidates are invited for interview along with duly filled Curriculum Vitae (CV) and original certificates along with copies.**

***Walk –in –Interview***

**Date:** 15<sup>th</sup> August 2023  
**Time:** 10.30 am Onwards  
**Venue:** Conference Room of the Faculty of Management Studies

Assistant Registrar,  
Faculty of Management Studies  
The Open University of Sri Lanka  
Nawala, Nugegoda.  
08.08.2023

**For clarifications, please contact 011288125**