

Faculty of Engineering Technology  
The Open University of Sri Lanka

**Academic Coordinator (Contract Basis) for Communication skills  
Vacancy Notice**

Applications are called for the above post at the Faculty of Engineering Technology of the Open University of Sri Lanka.

**Qualifications and Experience:**

- The applicant should be a degree holder.
- Preferably in the disciplines of BA in English or B.A. Social Sciences (English medium) with communication as a subject.
- Any other degree recognized by the senate with professional qualifications in English language and communication skills.

**Additional qualifications**

Fluency in English, Computer literacy and Knowledge in Online course delivery

**Job description**

Provide support to the academic staff in the efficient delivery of the course and the role includes

- Class Scheduling and conducting online activities
- Organizing & conducting workshops & presentations
- Setting assignments & follow ups
- Liaising with the regional centers /visiting tutors /students and other related administrative duties.
- Supporting in course material development and editing.

**Remuneration**

Fixed monthly salary of Rs. 45,000.00 will be paid and the appointee will become a contributor to the EPF contributing 8% of the above salary and University will contribute 12% of the above salary to the EPF and 3% to the ETF.

**Application procedure**

Forward your CV and scanned copies of Educational Certificates to:

**vacancyagric@gmail.com**. Indicate "Post of Academic Coordinator - Applicant name" as the subject of your e-mail.

**Application deadline: 29<sup>th</sup> September 2023**

For any clarification call: 011 2881089

The Head/ Department of Agricultural and Plantation Engineering

The Open University of Sri Lanka.

Nawala, Nugegoda.

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