



DEPARTMENT OF EDUCATIONAL LEADERSHIP AND  
MANAGEMENT  
FACULTY OF EDUCATION  
The Open University of Sri Lanka

P.O.Box 21, Nawala, Nugegoda / Tel. 0112881000, Ext.5500 / email: hdelm@ou.ac.lk

## VACANCY

### Post of Academic Coordinator (On Contract) Sinhala/Tamil/English Medium

Applications will be entertained from suitably qualified persons for the above post in the Department of Educational Leadership and Management of the Faculty of Education of the Open University of Sri Lanka.

#### Qualifications:

- Bachelor of Education Honors Degree with a class from a recognized university or equivalent professional qualifications with 03 years experience in the relevant field.

#### Experience & Skills:

- 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 platform.
- Ability to work flexible hours, depending on the requirements of the Department.
- Prior Knowledge in Open Distance Learning (ODL) methods are an added advantage.

#### Note:

- Selected person should be available full time at the central campus of the Open University of Sri Lanka, Nawala.
- Appointment will be made initially for 01 year, extendable based on the performance (Maximum 02 Years)

Suitably qualified persons should forward the CV with a scanned copy of educational certificates via email to [hdelm@ou.ac.lk](mailto:hdelm@ou.ac.lk) on or **before 26<sup>th</sup> September 2023**.

A date for an interview will be notified in due course.

**Only Qualified Candidates will be Called for an Interview.**

**For further information call: 011-2881168/ 011-2881017**

Mr.W.M.S.Weerakoon  
Head / Dept. Educational Leadership & Management  
Faculty of Education  
The Open University of Sri Lanka  
Nawala, Nugegoda.  
12<sup>th</sup> September 2023

