



**THE OPEN UNIVERSITY OF SRI LANKA**  
**DEPARTMENT OF EDUCATIONAL LEADERSHIP AND MANAGEMENT**  
**FACULTY OF EDUCATION**  
**POST OF ACADEMIC COORDINATOR (ON CONTRACT)**  
**TAMIL MEDIUM**

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Applications will be entertained from suitably qualified persons for the above post.

**Qualifications:**

- Bachelor of Education Honors Degree from a recognized university with 2 years' experience in the relevant field.
- OR**
- Bachelor's degree from a recognized university with professional qualifications (PGDE/PGDM/M.Ed) with 5 years' experience in the relevant field.

**Preference will be given to.**

- Ability to handle academic administrative work, coordination of study programmes.
- Fluency in English language
- 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.

**Duration of Appointment**

- Appointment will be made initially for six (6) months and extendable up to two (2) years based on performance.
- Selected person should be available full time at the central campus of the Open University of Sri Lanka, Nawala.

**Remuneration:** Fixed monthly allowance of Rs.45,000/= (inclusive of COL allowance) +ETF + EPF

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 15<sup>th</sup> January 2024**. The subject of the email should be "Application for the Academic Coordinator".

The decision of the Open University of Sri Lanka shall be final and conclusive. Applications received after the closing date will not be considered. Incomplete applications will be rejected. University has the right to shortlist the candidates and qualified shortlisted candidates will be called for an interview.

**Inquiries:** Mr. W.M.S.Weerakoon , Head/ Dept. of Educational Leadership and Management , Faculty of Education, OUSL. Tele. **011-2881168**

Registrar  
The Open University of Sri Lanka,  
Nawala, Nugegoda.  
2<sup>nd</sup> January 2024