

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 Department of Agricultural and plantation Engineering, 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).
Or
Any other degree recognized by the senate (English Medium).
- experience in working in an academic setting.
- Fluency in English, excellent communication skills and knowledge on online course delivery.

Job description

Provide support to the academic staff in the efficient delivery of the course including;

- 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 & 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 to vacancyagric@gmail.com. (Please indicate the position applied as the subject of your email)

Application deadline: 14th February 2024

Inquiries: 0112881228/283 - Assistant Registrar/Faculty of Engineering Technology

The Registrar
The Open University of Sri Lanka
Nawala, Nugegoda
0112881405

31st of January 2024