



**THE OPEN UNIVERSITY OF SRI LANKA**  
**Dean's Office**  
**POST OF ACADEMIC CO-ORDINATOR (Part Time) – 02 Vacancies**

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

**Qualifications:**

Bachelor's degree in the management discipline (Preferably Marketing Management) from a recognized University.

OR

Equivalent professional qualification

AND

3 years' experience in academic / administration/Coordination/industry.

**Preference will be given for the candidates who are.**

- Fluency in English and Sinhala/Tamil.
- Ability to use MS Office software and the use of Internet based / mobile applications, for communication.
- Ability to handle academic / administrative work.
- Prior Knowledge in Open Distance Learning (ODL) methods are an added advantage.

**Duration of the appointment** - Appointments will be made initially for six months and extendable up to two years based on performance.

**Remuneration** - Rs.400/= per hour for a maximum of 7 hours per day.

Suitably qualified candidates are invited to apply with a CV through email: [sarfms@ou.ac.lk](mailto:sarfms@ou.ac.lk) on or before 20.03.2024.

For Inquiries, please contact **Senior Assistant Registrar / Faculty of Management Studies by 011-2881255**

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.

Registrar  
The Open University of Sri Lanka  
12.03.2024