



THE OPEN UNIVERSITY OF SRI LANKA
Department of Human Resource Management
Faculty of Management Studies

VACANCY
Post of Academic Coordinator
(Contract) Full Time & Part time

The Department of Human Resource Management of the Faculty of Management Studies is looking for an Academic Coordinator (on contract) to support the delivery of its academic programs in the Management discipline.

Qualifications:

- Bachelor's Degree in Management discipline from a recognized University.
- 3 years' experience in academic administration/Coordination/industry.
- Fluency in English and Sinhala/Tamil.
- Ability to use MS Office software and the use of the Internet based and mobile applications for communication.
- Ability to work in flexible hours, depending on the requirements of the HRM Department. .

Notes:

- A fixed monthly allowance of 45,000/= (gross salary) per month will be paid.

Suitably qualified persons are requested to forward their comprehensive CVs to ouslfmsdhr@gmail.com before 17th March 2024. Short listed candidates will be called for final interviews.

Registrar,
The Open University of Sri Lanka,
Nawala, Nugegoda.
06th March 2024

For any clarification please contact 0112881434