



# THE OPEN UNIVERSITY OF SRI LANKA

## Department of Botany

### POST OF ACADEMIC COORDINATOR

(ON CONTRACT)

### WALK- IN INTERVIEW

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

#### **Qualifications:**

- B.Sc. Special Degree in Botany with a class from a recognized University
- Academic and administration experience
- Knowledge on Moodle or related platforms
- Ability to use MS Office software and use internet based and mobile application communication.
- Ability to work flexible hours, depending on the requirements of the Department.
- Fluency in English and Sinhala

#### **Duration of the appointment**

Appointments will be made initially for three months and extendable up to two years based on performance.

#### **Remuneration**

Fixed monthly allowance of Rs. 45,000/- (Inclusive of COL allowance) and will be entitled for EPF and ETF.

Suitably qualified candidates are invited for walk-in interview on **12<sup>th</sup> March 2024 at 9.30 a.m.** in the Department of Botany, Faculty of Natural Sciences, The Open University of Sri Lanka, Nawala, Nugegoda.

Selected person should be available full time at Colombo Regional Center of the Open University of Sri Lanka. Candidates are requested to appear with curriculum vitae, relevant certificates (originals and photocopies), copy of your NIC and two referee reports.

Inquiries: Department of Botany 0112881452, email :- cksen@ou.ac.lk

Registrar

The Open University of Sri Lanka

Date 05/03/2024