



POSTGRADUATE INSTITUTE OF ENGLISH THE OPEN UNIVERSITY OF SRI LANKA

EMPLOYMENT OPPORTUNITY- POST OF ACADEMIC COORDINATOR (CONTRACT BASIS)

WALK IN INTERVIEW

04th April, 2024 - 09.30 a.m. to 03.00 p.m.

The Academic Coordinator (Six months renewable contract) will provide support to academic staff in the efficient delivery of academic programs. The role involves class scheduling, assignment tracking, follow-up, liaison and related administrative duties and working closely with a team of internal and external academics.

QUALIFICATIONS

- A Degree in any subject
- At least 03 years of administrative/coordination experience in an educational context
- Written and spoken English proficiency is essential
- Ability to work in an online environment with email and other forms of electronic communication
- The selected candidate will also be required to familiarize his/herself with the G-suite for Education (Google Classroom) used by PGIE. Training will be provided.
- Ability to work flexible hours, depending on the institute's requirements

Remuneration

Fixed monthly allowance of Rs. 45,000.00 and government approved Rs. 5000.00 allowance.

(Appointee will become a contributor to the EPF contributing 8% of the above salary. The Postgraduate Institute for English (PGIE) will contribute 12% of the above salary to the EPF and 3% to the ETF.)

Please attend walk – in interviews on 04th April 2024. Bring the duly filled application, relevant educational certificates and other relevant documents including birth certificate and NIC with photocopies. Incomplete or illegible applications will be rejected without intimation.

Please contact following office telephone or email for prior appointment

sarpgie@ou.ac.lk 011-2825805

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The Open University of Sri Lanka
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