



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

VACANCY
Post of Academic Coordinator
(Contract)

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 programmes in the Management discipline.

Qualifications:

- Bachelor's Degree in Management discipline from a recognized University.
- 01year working 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 Department and Faculty.

Notes:

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

Suitably qualified persons are requested to forward their comprehensive CVs to ouslfmsdhr@gmail.com before 08th May 2024. Short listed candidates will be called for final interviews.

Registrar
The Open University of Sri Lanka,
Nawala, Nugegoda.
25th April 2024

For any clarification please contact 0112881434