



THE OPEN UNIVERSITY OF SRI LANKA

The Department of Agricultural and Plantation Engineering Post of Academic Coordinator (Contract Basis - Colombo Regional Center)

Applications are called for the above post at Faculty of Engineering Technology of the Open University of Sri Lanka.

Qualifications and Experience:

- B. Sc. Agriculture Honours graduate with a Class or BA Honours graduate specialized in Economics, preferably with postgraduate qualification
- Should have a good knowledge in both Micro and Macro Economics.
- Fluency in or good command of oral and written English
- Previous experience as an academic coordinator for at least 2 years in a related field.
- Ability to work flexible hours, depending on the requirements of the Department.

Job description

Provide support to the academic staff in the efficient delivery of the course and the role includes

- Class scheduling and conducting online activities
- Setting Mini projects/Assignments & follow ups
- Liaising with the regional centers /visiting tutors /students and other related administrative duties.

Remuneration

Fixed monthly salary of Rs. 45,000.00 will be paid and the appointee will become a contributor to the EPF contributing 8% of the above salary and University will contribute 12% of the above salary to the EPF and 3% to the ETF.

Application procedure: Forward your CV with the scanned copies of the certificates to vacancyagric@gmail.com. Indicate “**Post of Academic Coordinator – Applicant name**” as the subject of your e-mail.

Application deadline: 26th June 2024

Inquiries: 011 2881089 (Head/Department of Agricultural and Plantation Engineering)

The Registrar
The Open University of Sri Lanka
Nawala, Nugegoda
11th June 2024