



**THE OPEN UNIVERSITY OF SRI LANKA**  
**Dean's Office Faculty of Management Studies**

**VACANCY**  
**Post of Academic Coordinator**  
**(On Contract) Full Time**

Dean's Office of the Faculty of Management Studies is looking for an Academic Coordinator (on contract) to support the academic and administrative functions of the Faculty of Management Studies at Nawala Premises and the Jaffna Regional Center.

**Qualifications:**

- The applicants should hold a Bachelor degree in Management / Administration/ Marketing / Accounting/ Human Resource Management/ Management Information System or any other related area with one year working experience.
- Experience in academic and / or administration Knowledge on Moodle or related platforms would be added advantages.
- Ability to use MS office Packages.
- Ability to work flexible hours, depending on the requirements of the Faculty.
- Fluency in English and Sinhala, Tamil Language proficiency will be an Advantage.

**Notes:**

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

**Suitably qualified candidates are requested to be present for a walk- in- interview on 1<sup>st</sup> October 2024 at 1.00 pm at the Faculty of Management Studies, Nawala , Nugegoda.**

**Candidates are required to bring a CV, originals and certified copies of relevant Educational Certificates, Birth Certificate and National Identity Card for the interview.**

**For clarifications, please contact 0112881255**

Registrar,  
The Open University of Sri Lanka,  
Nawala, Nugegoda.  
26<sup>th</sup> September 2024