



THE OPEN UNIVERSITY OF SRI LANKA
Center for Self-Financing Activity (C-SFA)
POST OF ADMINISTRATIVE COORDINATOR
(ON CONTRACT)

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

Qualifications:

- Should hold a bachelor's degree from a recognized university or equivalent qualifications with one year of experience.
- Communication skills in English (Oral and Written) with Computer Literacy.

Job description:

- Checking financial statements.
- Processing and maintaining database and records (electronic and paper forms).
- Analyzing and writing reports.
- Effective interaction (written and verbal) with the coordinators and external institutions, etc.

Remuneration – Rs. 45,000.00 (All-inclusive allowances) and EPF & ETF

How to apply:

- Suitably qualified candidates are invited to apply with a CV through email: dircerc@ou.ac.lk
- Kindly indicate the names of two referees, with their contact details in the CV.
- Application deadline: **04th October 2024**

The decision of the Open University of Sri Lanka shall be final and conclusive. Applications received after the closing date will not be considered. Incomplete applications will be rejected. The Open university has the right to shortlist the candidates and qualified shortlisted candidates will be called for an interview.

Inquiries:

- HS Lakmal Perera - Director/ C-SFA
- Tele - 0112-881158/ 0112-813448/ 0777-290079

Registrar

The Open University of Sri Lanka Date:

2024.09.25