



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

VACANCY
Post of Academic Coordinator
(on 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 programs in the Management discipline.

Qualifications:

Bachelor's Degree in Management discipline from a recognized University.

3 years' experience in academic administration/Coordination.

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 of HRM

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 bmsleve4@gmail.com and copy to hdhrm@ou.ac.lk before 20th of November 2024. Short listed candidates will be called for final interviews.

The Registrar,
The Open University of Sri Lanka,
Nawala, Nugegoda.
06th November 2024

For any clarification please contact 0112881434