



THE OPEN UNIVERSITY OF SRI LANKA
Department of Organizational Studies
POST OF ACADEMIC CO-ORDINATOR (Part Time) – 01 Vacancy

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

Qualifications:

Bachelor's degree in the management discipline from a recognized University.

OR

Equivalent professional qualification

AND

1 year's experience in academic / administration/Coordination/industry.

Preference will be given for the candidates with.

- o Additional qualifications in the areas of Business Communication/ Business Psychology
- o Fluency in English and Sinhala/Tamil.
- o Ability to use MS Office software and the use of Internet based / mobile applications, for communication.
- o Ability to handle academic / administrative work.
- o Prior Knowledge in Open Distance Learning (ODL) methods

Duration of the appointment - Appointments will be made initially for six months and extendable up to two years based on performance.

Remuneration - Rs.400/= per hour for a maximum of 7 hours per day.

Suitably qualified candidates are requested to be present for a walk- in- interview on

21st November 2024 at 10.00 am at the Faculty of Management Studies, Colombo Regional Center of the OUSL.

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

Registrar
The Open University of Sri Lanka
08.11.2024