



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.

- Additional qualifications in the areas of Business Communication/ Business Psychology
- Fluency in English and Sinhala/Tamil.
- Ability to use MS Office software and the use of Internet based / mobile applications, for communication.
- Ability to handle academic / administrative work.
- 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

27th November 2024 at 9.00 am at the Faculty of Management Studies (2nd Floor, HSS Building) of the The Open University of Sri Lanka.

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
22.11.2024