



# POSTGRADUATE INSTITUTE OF ENGLISH

THE OPEN UNIVERSITY OF SRI LANKA

## WALK IN INTERVIEW

### POST OF ADMINISTRATIVE COORDINATOR (ON CONTRACT)

**DATE: 16<sup>th</sup> December, 2024 – 10:00 a.m. to 12:00 noon**

The Administrative Coordinator will provide support to the PGIE office in the efficient delivery of academic programs. The role involves establishment and general administrative duties in the office, assignment tracking, follow-up, liaison and related administrative duties and working closely with a team of internal and external academics as well as students.

#### QUALIFICATIONS:

1. A degree in any subject
2. At least 01 year of administrative experience in an educational context
3. Ability to competently use MS Word and MS Excel
4. Ability to handle office work and documentation.
5. Ability to work in an online environment with email and other forms of electronic communication
6. The selected candidate will also be required to familiarize him/herself with G-suite for Education (Google Classroom).
7. Ability to work flexible hours, depending on the institute's requirements and ability to work on weekends if required.
8. If selected, the candidate will work under Senior Assistant Registrar and the guidance of a permanent PGIE staff member and will need to support the PGIE team. From time to time the Senior Assistant Registrar may assign different duties depending on the Institute's requirements. (Normal working hours: Monday to Friday – 8:30 to 4:15)

**Duration of the appointment:** Appointment will be made initially for six months and is extendable for up to two years based on performance.

**Remuneration:** Fixed monthly allowance of Rs. 45,000.00 and government approved allowance of Rs. 5000.00. and will be entitled for EPF and ETF

**Please attend walk-in interviews on 16<sup>th</sup> December, 2024.**

**Bring the detailed degree certificate, convocation certificate, service certificates to confirm above qualification No:2, other relevant educational certificates and any other relevant documents including birth certificate and NIC with photocopies.**

Submit a CV to [pgielevc46@ou.ac.lk](mailto:pgielevc46@ou.ac.lk) (Indicate the post applying in the email heading)

**Inquiries:** Tel: 0112825805 Email: [sarpgie@ou.ac.lk](mailto:sarpgie@ou.ac.lk)

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