

# THE OPEN UNIVERSITY OF SRI LANKA

## Career Guidance Unit

### POST OF ACADEMIC COORDINATOR (ON CONTRACT)

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

#### Qualifications:

- The applicants should hold a Bachelor of degree in Management/Administration/Human Resource management/Management Information System, or any other areas of Studies will be entertained and related area with one year working experience
- One year experience in academic and administration

#### Note:

- Fluency in English and Sinhala languages
- Ability to use MS Office package and the use of the Internet based and mobile applications for communication
- Ability to work flexible hours, depending on the requirements of the Career Guidance Unit

#### Duration of the Appointment:

Appointments will be made initially for six months and extendable up to two years based on performance.

#### Remuneration:

Fixed monthly allowance of Rs. 45,000/- (Inclusive of COL allowance) and will be entitled for EPF and ETF.

Work Location: Career Guidance Unit, The Open University of Sri Lanka, Nawala, Nugegoda.

Suitably qualified candidates are invited to **send their CV via email [cguousl@ou.ac.lk](mailto:cguousl@ou.ac.lk) on or before 28<sup>th</sup> January 2025**

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:** 011288049

Registrar  
The Open University of Sri Lanka  
Nawala, Nugegoda.  
20.01.2025