



THE OPEN UNIVERSITY OF SRI LANKA

Faculty of Humanities and Social Sciences

Office of the Dean/FHSS

POST OF ACADEMIC COORDINATOR (ON CONTRACT)

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

Qualifications:

Bachelor's degree in Social Sciences from a recognized university or equivalent professional qualification with three years' experience in the relevant field.

Preference will be given to:

- Ability to handle academic administrative work, coordination of study programmes
- Good command in English (reading, writing and speaking), effective communicative skills and ability to a team leader.
- Ability to use MS Office software, SPSS and the use of the Internet platform.
- Prior Knowledge in Open Distance Learning (ODL) methods are an added advantage.

Duration of the appointment:

Appointment will be made initially for six (6) 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.

Suitably qualified candidates are invited to apply with a CV through email arhss@ou.ac.lk on or before **31st Jan. 2025**. The subject of the email should be "Application for the Academic Coordinator".

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. University has the right to shortlist the candidates and qualified shortlisted candidates will be called for an interview.

Inquiries: Assistant Registrar/HSS – 0112881232/0112881377

Registrar

The Open University of Sri Lanka

20.01.2025