



**THE OPEN UNIVERSITY OF SRI LANKA**  
**Dean's Office Faculty of Management Studies**

**VACANCY**  
**Post of Academic Coordinator**  
**(On Contract) Full Time**

Dean's Office of the Faculty of Management Studies is looking for an Academic Coordinator (on contract) to support the academic and administrative functions of the Faculty of Management Studies.

Recruitments will be made for the Nawala Main Campus and for the following Regional / Study Centers.

1. Main Campus, Nawala Premises
2. Jaffna Regional Center
3. Kandy Regional Center
4. Ambalantota Study Center

**Qualifications:**

- The applicants should hold a Bachelor degree in Management / Administration/ Marketing / Commerce /Accounting/ Human Resource Management/ Management Information System or any other **Management related area** with one year working experience. **(No applications in other areas of Studies will be entertained)**
- Experience in academic and / or administration Knowledge on Moodle or related platforms would be added advantages.
- Ability to use MS office Packages.
- Ability to work flexible hours, depending on the requirements of the Faculty.
- Fluency in English and Sinhala, Tamil Language proficiency will be an Advantage.

**Notes:**

- A fixed monthly allowance of 45,000/= (gross salary) per month will be paid, with EPF/ ETF

Suitably qualified candidates are invited to send their CV along with the duly filled application form which is annexed herewith in registered post to the following address, to be received on or before 05<sup>th</sup> November 2024.

Senior Assistant Registrar,  
Faculty of Management Studies,  
The Open University of Sri Lanka,  
Nawala, Nugegoda,

Please write the desired place you have applied as “ Main Campus or the Center “ at the top left Corner of the envelope.

Qualified Candidates will be called for a Structured interview.

The Open University of Sri Lanka reserves the right of Shortlisting the candidates. The decision of the Open University of Sri Lanka shall be the final and conclusive.

For clarifications, please contact 0112881265

Registrar,  
The Open University of Sri Lanka,  
Nawala, Nugegoda.  
22.10.2024