



THE OPEN UNIVERSITY OF SRI LANKA
Department of Organizational Studies
POST OF ACADEMIC CO-ORDINATOR

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 qualifications

AND

1 year's experience in academic / administration / Coordination / industry.

Preference will be given for candidates with.

- o Fluency in English and Sinhala/Tamil.
- o Ability to use MS Office software and the use of Internet based / mobile applications for communication.
- o Ability to handle academic / administrative work.
- o Prior knowledge in Open Distance Learning (ODL) methods

Notes:

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

Duration of the appointment - Appointments will be made initially for six months and extendable up to two years based on performance.

Suitably qualified candidates are requested to be present for a walk- in- interview on 15th May 2025 at 11.00 am at the Faculty of Management Studies, Colombo Regional Centre of the OUSL.

Candidates are required to bring a CV, originals and certified copies of relevant Educational Certificates, Birth Certificate and National Identity Card for the interview.

The decision of the Open University of Sri Lanka shall be final and conclusive.

Inquiries: 0112881143

Registrar
The Open University of Sri Lanka
07.05.2025