



**THE OPEN UNIVERSITY OF SRI LANKA
FACULTY OF MANAGEMENT STUDIES
DEPARTMENT OF ORGANIZATIONAL STUDIES**

ACADEMIC COORDINATOR TWO VACANCIES

Department of Organizational Studies of the Faculty of Management Studies is looking for two Academic Coordinators (on a contract basis) to support the delivery of its academic programmes in the Management discipline.

Qualifications:

- Bachelor's Degree in Management discipline from a recognized University. Honours degree in Business Management/ Business Administration/ Commerce/ Entrepreneurship degree holders are encouraged to apply.
- Ability to handle academic administrative work, coordination of study programmes.
- Fluency in English and Sinhala/Tamil
- Ability to use MS Office software and the use of the Internet based and mobile applications for communication.
- Ability to work flexible hours, depending on the requirements of the Department and Faculty.

Nature and Duration of appointment:

On contract basis/ 06 Six Months (subject to extensions up to 4 years)

Remuneration:

Fixed monthly allowance of Rs.50,000 (Inclusive of COL allowance) and the appointee will be entitled to EPF and ETF.

How to apply:

Suitably qualified candidates are invited to apply with a self-made application along with the copies of all academic and professional qualifications and documents to prove the working experience (if any) through a single email to **andas@ou.ac.lk on or before 25th September 2026**.

Please indicate the post you are applying for as the subject of your e-mail.

Inquiries:

- **Head/Department of Organizational Studies (Tele: 011 2881143)**

Registrar,
The Open University of Sri Lanka,
Nawala, Nugegoda.
08.09.2026