



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.

Qualifications:

- The applicants should hold a Bachelor's 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.

Duration of the Appointment

Appointment will be made initially for Six Months and extendable up to two years based on performance.

Remuneration:

- A fixed monthly allowance of 50,000/= (gross salary) per month will be paid with EPF/ ETF.

Suitably qualified candidates are requested to submit their CVs to arfms@ou.ac.lk on or before 28th September 2026.

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

For Further Clarification Please Contact 0112881255.

Acting Registrar,
The Open University of Sri Lanka,
Nawala, Nugegoda.
18.09.2026