



POSTGRADUATE INSTITUTE OF ENGLISH
THE OPEN UNIVERSITY OF SRI LANKA

**POST OF ADMINISTRATIVE COORDINATOR
(ON CONTRACT)**

WALK IN INTERVIEW – 05/03/2025

The Administrative Coordinator will provide support to the academic and administrative staff of the PGIE mainly in the efficient delivery of the Skills Enhancement of Rural English Language Teachers (SERELT) Project. In addition, s/he will also assist in the other academic programs offered by the PGIE. The role involves the efficient handling of student affairs, establishment and general administrative duties in the office, assignment tracking, follow-up, liaison and related administrative duties and working closely with a team of internal and external academics as well as students.

QUALIFICATIONS:

1. **A degree in any subject**
2. **At least 01 year of administrative experience in an educational context**
3. Ability to competently use MS Word and MS Excel
4. Ability to handle office work and documentation.
5. Proficiency in English, Sinhala and Tamil will be an advantage.
6. Ability to work with email and other forms of electronic communication
7. Ability to work flexible hours, depending on the institute's requirements and ability to work on weekends if required.
8. The selected candidate will also be required to engage outstation duties as and when necessary.
9. (Normal working hours: Monday to Friday – 8:30 to 4:15)

Duration of the appointment: Appointment will be made initially for six months and is extendable based on performance.

Remuneration: Fixed monthly allowance of Rs. 45,000.00 and special allowance of Rs. 5000.00. and will be entitled for EPF and ETF

Please attend for a walk-in interview on 05th March 2025 from 10:00 a.m - 12:00 noon

Email a CV with scanned copies of certificates to confirm above qualifications, other relevant educational certificates and any other relevant documents including birth certificate and NIC with photocopies.

Email: pgielecv46@ou.ac.lk (Indicate the post applying in the email heading)

Inquiries: Tel: 0112825805 Email: sarpgie@ou.ac.lk

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