



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 following Regional Center.

1. Matara Regional 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.

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 invited for Walk-In- Interview on **24th July 2025 at 10.30 am** in the Matara Regional Center The Open university of Sri Lanka.

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

For Further Clarification Please Contact 0112881255.

Registrar,
The Open University of Sri Lanka,
Nawala, Nugegoda.
17.07.2025