



THE OPEN UNIVERSITY OF SRI LANKA
Department of Human Resource Management
Faculty of Management Studies

VACANCY
Post of Academic Coordinator
(on Contract)

The Department of Human Resource Management of the Faculty of Management Studies is looking for an Academic Coordinator (on contract) to support the delivery of its academic programmes in the Management discipline.

Qualifications:

- Bachelor's degree in Management discipline from a recognized University.
- 01-year working experience in academic administration/Coordination.
- 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.

Notes:

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

Suitably qualified persons are requested to be present for a **walk-in-interview on 30th July 2025 at 9.30am to 12.30pm** at the **Faculty of Management Studies, The Open University of Sri Lanka Nawala, Nugegoda.**

Candidates **are required to bring CV, originals and certified copies of relevant educational, working , birth Certificates, and National Identity Card** for the interview.

For any clarifications: 0112881434/0703616177

Registrar

The Open University of Sri Lanka,

17th July 2025