



THE OPEN UNIVERSITY OF SRI LANKA

VACANCIES

POST OF ADMINISTRATIVE COORDINATOR

(ON CONTRACT)

The Open University of Sri Lanka invites applications from suitable candidates for the post of Administrative Coordinator (on contract) for the Academic Establishment Division.

Qualification:

- Should hold a Bachelor's Degree from a recognized university or equivalent qualifications with one year of experience.
- The applicant should also demonstrate computer literacy, fluency in English, and willingness to work in a dynamic environment.

Monthly allowance: Rs. 50,000.00 (All-inclusive allowances) and EPF & ETF

Selection: By the Interview

HOW TO APPLY

E-mail your comprehensive Curriculum Vitae; describing your experience in the relevant field and educational qualifications with certified copies of relevant certificates to arigau@ou.ac.lk on or before **20.08.2025**.

The university reserves the right to shortlist the candidates.

Registrar

The Open University of Sri Lanka

06.08.2025.