



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 programs in the Management discipline.

Qualifications:

- Bachelor's Degree from a recognized University.
- 1 year experience in academic administration/Coordination or in industry.
- 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 in 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 25th September 2025 at 10.30am to 11.30pm** at the **Faculty of Management Studies, The Open University of Sri Lanka Nawala, Nugegoda.**

Candidates **are required to bring a CV, originals and certified copies of relevant Educational Certificates, Birth Certificate and National Identity Card** for the interview.

Registrar,
The Open University of Sri Lanka,
Nawala, Nugegoda.
22th September 2025

For any clarification please contact 0112881434 / 0703616177