



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 field of Human Resource Management.

Qualifications:

- Bachelor's Degree from a recognized University.
- 1 year working 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 forward their comprehensive CVs to ouslfmsdhr@gmail.com on or before 20th November 2025. Short listed candidates will be called for final interviews.

Registrar,
The Open University of Sri Lanka,
Nawala, Nugegoda.
4th November 2025

For any clarification please contact 0112273113 / 0703616177