



**POSTGRADUATE INSTITUTE OF ENGLISH**  
**THE OPEN UNIVERSITY OF SRI LANKA**

**EMPLOYMENT OPPORTUNITY**

**POST OF ACADEMIC COORDINATOR (on contract)**

**WALK IN INTERVIEW**

**09<sup>rd</sup> January, 2023 – 9:30 a.m. to 3:30 p.m.**

The Academic Coordinator (one-year contract) will provide support to academic staff in the efficient delivery of academic programs. The role involves class scheduling, assignment tracking, follow-up, liaison and related administrative duties and working closely with a team of internal and external academics.

**QUALIFICATIONS**

- A degree in any subject
- Written and spoken English language proficiency
- Ability to work in an online environment with email and other forms of electronic communication
- Ability to work flexible hours, depending on the institute's requirements.  
(Normal working hours: Monday to Friday – 8:30 to 4:15)
- Previous experience in administration/coordination in an educational context will be an advantage.
- The selected candidate will also be required to familiarize him/herself with G-suite (Google Classroom) for Education (training will be provided)

\* *Selected candidate should be willing to take up the employment immediately.*

*Please attend walk-in interviews on 09<sup>th</sup> January 2023. Bring the duly filled application, relevant educational certificates and other relevant documents including birth certificate and NIC with photocopies.*

**Please contact following office telephone or email for prior appointment**

**[sarpgie@ou.ac.lk](mailto:sarpgie@ou.ac.lk) 011-2825805**

**SALARY** :Rs. 45,000 p.m. (fixed) (*Appointee will become a contributor to the EPF contributing 8% of the above salary. The PGIE will contribute 12% of the above salary to the EPF and 3% to the ETF.*)

**Director**

**Postgraduate Institute of English**

The Open University of Sri Lanka, Nawala

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