



Ocean University of Sri Lanka



(State University under the Act No.31. of 2014)

Vacancies for the Post of Course Coordinator (On an Assignment Basis)

The Ocean University of Sri Lanka will entertain applications from suitably qualified persons for the following Posts.

- **Course Coordinator- Supply Chain Management - (External Degree Programme)**
- **Course Coordinator – MSc. in Coastal Resources Economics and Management**

Qualifications

A Degree with specialization in the relevant field and Master/Ph.D. Degree in the Relevant field

OR

Such academic and professional qualifications or Professional Experience as may be approved by the Board of Governors

AND

Not less than 10 years experience in Course Coordination (Degree Programmes) associated with curriculum development, maintaining quality and consistency of courses.

Key Responsibilities

- To coordinate the activities of the MSc/Degree Programmes
- Curriculum development MSc/Degree program,
- To identify and appoint of an appropriate panel of teaching and supporting staff
- Ensure the development of a web portal to facilitate students and teachers for distance learning and information sharing
- To develop a strategy and assist to enroll students accordingly to the academic-year plan
- To ensure the smooth conduct of the said course to guarantee the completion of semesters without delays

- Coordinate tasks associated with the semester and final exam
- Handle administrative tasks associated with fieldwork/Industry exposure experience for students
- Provide resources to support teaching and learning in the courses
- Any other duties assigned by the Vice Chancellor/Registrar

Remuneration

Negotiable

Duration

Six months period on an assignment basis and extendable based on performance

Those who wish to apply should send their Curriculum Vitae (CV) along with copies of relevant academic certificates to reach the Assistant Registrar, Human Resource Development, Ocean University of Sri Lanka, No. 51, Pannananda Mawatha, Mattakkuliya, Colombo 15. Or email wasantha.herath@ocu.ac.lk on or before 12th January 2023.

**Registrar,
Ocean University of Sri Lanka
Crow Island, Mattakkuliya, Colombo 15.**

05. January 2023