



**CALLING APPLICATIONS FOR THE POST OF COORDINATOR FOR INTERNATIONAL AFFAIRS DIVISION (IAD) (PART-TIME), EASTERN UNIVERSITY, SRI LANKA**

Applications are invited from suitable Academic staff (Senior Lecturer Gr. II and above) of Eastern University, Sri Lanka for the Post of Coordinator / International affairs Division (IAD) (Part-time) at the Eastern University, Sri Lanka.

**Introduction**

**1. Eligibility :**

The applicant should have the knowledge and prior experience in the International affairs Division such as academic collaboration (Link programmes) with foreign Universities, signing of Agreements and MoU's. The applicant should not be assigned to any other academic administrative position at the Eastern University, Sri Lanka.

**2. Tenure :**

This is a part-time assignment for a maximum period of three years.

**3. Functions :**

- i. Initiate and facilitate to enter MoU's and agreements with various Higher Education Institutions around the world.
- ii. Promote and Coordinate the exchange of international research scholars and students.
- iii. Facilitate to introduce short term courses, elective courses for international scholars and students.
- iv. Keep up the correspondence and monitor international relations of the University.
- v. Promote and help in the collaboration of interdisciplinary research between the Eastern University, Sri Lanka and the overseas Universities and Institutions.
- vi. Lobbying to secure international grants and consultations for research activities.
- vii. Express of interest to associate with foreign Universities as co-partners to apply for projects and project writing.
- viii. Develop and maintain the databases for research and international activities of the University.
- ix. Facilitate to conduct the international research conferences, training programmes, workshops and seminars of the University.

Interested Academic staff members are requested to send the self-prepared application with updated Curriculum Vitae and other relevant information to the Vice - Chancellor, Eastern University, Sri Lanka through proper channels on or before 13.10.2023 before 4.00 p.m.

**A. Pahirathan**  
Registrar  
22.09.2023