



**CALLING APPLICATIONS FOR THE POST OF COORDINATOR CUM
MANAGER FOR TECHNOPARK (PART-TIME), EASTERN UNIVERSITY, SRI
LANKA**

Applications are invited from suitable Senior Academic staff (Senior Lecturer Gr. I and above with Ph.D) of Eastern University, Sri Lanka for the Post of Coordinator cum Manager (Part-time) ,Techno Park at the Eastern University, Sri Lanka.

Introduction

1. Eligibility :

The applicant should have the knowledge and previous experience in innovation, inventions, startup Business or related fields and entrepreneurship.

2. Tenure :

This is a part-time voluntary position with an initial contract of one year subject to renewal based on performance for three years.

Interested Senior 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 18.11.2024 before 4.00 p.m.**

A handwritten signature in blue ink, appearing to read 'A. Pahirathan'.

A. Pahirathan

Registrar

05.11.2024



**Terms of Reference for the Coordinator Cum Manager, Technopark,
Eastern University, Sri Lanka**

Position Title:

Coordinator Cum Manager, Technopark

Location:

Technopark, New Kalmunai Road, Batticaloa, Eastern University, Sri Lanka

Purpose:

The Coordinator Cum Manager of Technopark at Eastern University, Sri Lanka, is responsible for providing strategic leadership and management to the Technopark. The Coordinator Cum Manager will oversee the development and implementation of initiatives that foster innovation, support entrepreneurship, and promote collaboration between academia, industry, and the community.

Key Responsibilities:

Strategic Leadership:

- i. Develop and implement a strategic plan for Technopark aligned with the university's vision and mission.
- ii. Identify emerging trends in technology and entrepreneurship to position Technopark as a leading innovation hub.

Program Development:

- iii. Design and manage programs that support startups, SMEs, and research initiatives.
- iv. Facilitate workshops, training sessions, and networking events to foster innovation and collaboration.

Partnerships and Collaboration:

- v. Build and maintain relationships with industry stakeholders, government agencies, and academic institutions.
- vi. Promote collaboration between university researchers and industry partners to drive technological advancements.

Operational Management:

- vii. Oversee the daily operations of Technopark, including resource allocation, budgeting, and performance evaluation.
- viii. Ensure compliance with relevant regulations and standards in technology and business incubation.

Marketing and Outreach:

- ix. Develop and implement marketing strategies to promote Technopark's services and initiatives.
- x. Represent Technopark at local, national, and international forums to enhance its visibility and attract investment.

Monitoring and Evaluation:

- xi. Establish metrics to assess the impact of Technopark's programs and initiatives.
- xii. Regularly report on progress and outcomes to university leadership and stakeholders.

Monthly Reporting:

- xiii. Prepare and present monthly reports to the University Senate and Council detailing Technopark's activities, achievements, challenges, and future plans.
- xiv. Ensure that reports provide actionable insights and recommendations for continuous improvement.

Preferred skills from the prospective Candidate:

- Strong leadership and team management abilities.
- Excellent communication and interpersonal skills.
- Proven track record in program development and stakeholder engagement.
- Knowledge of the local and regional technology landscape.

Reporting Structure:

The Coordinator Cum Manager will report to the Vice-Chancellor of Eastern University and will collaborate closely with other departments, industry partners, and government agencies.

Duration:

This is a part-time voluntary position with an initial contract of one year, subject to renewal based on performance three years.