



**CALLING APPLICATIONS FOR THE POST OF DIRECTOR / STAFF DEVELOPMENT
CENTRE (FULL TIME OR PART-TIME), EASTERN UNIVERSITY, SRI LANKA**

Applications are invited from suitable Senior Academic staff of the Eastern University, Sri Lanka for the Post of Director/ Staff Development Centre (Full time or Part-time) as per the UGC Circular No.937 dated 10.11.2010.

1. Eligibility:

The applicant should be a Senior Academic / Professor with significant experience in planning, preparing and conducting training programmes to Academic, Administrative, Academic Supportive & Non-Academic staff. He/ She should not be a Dean of Administrative Head of an Academic Department.

2. Tenure:

Maximum period of **one year** and will be extended up to **three years** based on the performance.

3. Remunerative:

A honorary monthly allowance of Rs. 4,000/- according to the UGC Establishment Circular Letter No.07/2010 dated 15.11.2020. Communication allowance of Rs.2,500.00 could be made with the approval of the Secretary, Ministry of Education.

4. Terms of Reference:

- i. To function as the Secretary to the Management Committee of SDC.
- ii. To manage the SDC along with the Programme Manager and two Coordinators according to the guideline, norms and procedure established by the University and those specified by the Management Committee.
- iii. To function as the administrative and accounting officer responsible of the SDC for the Vice-Chancellor. He/ She should instruct and advice the programme Manager (Officer in Assistant/Senior Assistant/ Deputy R3registrar level) and other subordinate staff to maintain regular records and provide secretarial assistant to the Director /SDC and staff training activities and maintain the accounts of the centre in such form and manner as may be prescribed by the University.
- iv. He/ She is authorized to receive all earnings paid into the fund and to credit such earing to the proper heads of accounts, to make authorized payments, and to prepare for the Management Committee and University Council such triennial estimates as are required and annual financial appropriations for the ensuing year.

Interested Senior Academic staff members may apply the above post with self prepared application along with updated Curriculum Vitae and other relevant information to the Vice - Chancellor, EUSL through proper channels **on or before 11.03.2025**. For more information please refer the UGC Circular No.937 dated 10.11.2010.

A Pahirathan

Registrar

24.02.2025