

By-Laws made by the Council of the University of Colombo under section 135 of the Universities Act No.16 of 1978, as amended. These By-Laws may be cited as the "Social Policy Analysis and Research Centre" By-Laws No 01 of 2004.

(No. of Vacancies – 01)

This is a part-time position, initially for a period of one year with a view of extending it for a maximum of another two years.

QUALIFICATIONS AND EXPERIENCES:

Applications are invited for the above position from the permanent members of the academic staff of the University of Colombo at or above the level of Senior Lecturer, Grade I, preferably with academic training and proven interest in the subject of social policy and social development.

Please send your self-prepared application (with a covering letter addressed to the Vice-Chancellor) along with the certified copies of relevant certificates (educational, professional, experience, etc.) by hand to the Senior Asst. Registrar/ Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03 through the respective Head of the Department and the Dean of the Faculty as per the directives given in the [University of Colombo Circular No. 70](#) dated 14.09.2020 on or before 13-06-2022, emailing the copy of the application to the temp.recruit@ace.cmb.ac.lk. The Post applied should be indicated on the top left-hand corner of the envelope.

Applications received after the closing date will not be considered. Incomplete applications will be rejected.

Vice-Chancellor

University of Colombo

94, Cumaratunga Munidasa Mawatha, Colombo 3

TERMS OF REFERENCE

The Director position at Social Policy Analysis and Research Centre (SPARC), University of Colombo, Sri Lanka is a position based on a 1-year contract period with a view of extending it for a maximum another two years. The following include the specific tasks/responsibilities of the selected individual:

- i. The overall academic, administrative and financial management of the Centre in accordance with policies with guidelines and rules and regulations as laid down by the Board of Management from time to time,
- ii. The maintenance of records pertaining to finances of the Centre,
- iii. The maintenance of inventories and documents of all equipment received and disposed of,
- iv. The convening of meetings of the Board of Management and any other committees set up under Clause 3.4.4
- v. Ensuring an annual audit of the Centre in consultation with the Board.
- vi. Submitting financial and progress reports as required to
 - a. The Board
 - b. The Council through the Vice-Chancellor
 - c. The donors through the Vice-Chancellor
- vii. Submitting an activity report of the Centre to the Faculty Board every six months.
- viii. Representing the Centre in the Senate of the University of Colombo on invitation in any discussion of any matter referred to the Faculty Board, and
- ix. Any other function incidental to or necessary for the effective functioning of the Centre as recommended or delegated by the Board of Management.