



**EASTERN UNIVERSITY, SRI LANKA.
INTERNATIONAL AFFAIRS DIVISION.**

CALLING APPLICATIONS FOR THE POST OF PROJECT COORDINATOR FOR ENHANCING GOVERNANCE, MANAGEMENT AND REFORM IN SRI LANKAN UNIVERSITIES THROUGH NON-ACADEMIC STAFF TRAINING (ENACT) PROJECT (PART-TIME) EASTERN UNIVERSITY, SRI LANKA.

Applications are invited from suitable Academic staff (Senior Lecturer Gr. II and above) and Administrative Staff (SAR and above) of Eastern University, Sri Lanka For the Post of Project Coordinator for The ENACT Project at Eastern University, Sri Lanka.

1. Eligibility:

The applicant should be an Academic or Administrator with knowledge and prior experience in dealing with the International projects. Academic applicants should not be assigned to any other academic administrative position at EUSL.

2. Tenure:

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

3. Functions:

- I. Monitor the implementation of the activities in order to make sure that the activity is implemented in accordance with the terms of the Agreement.
- II. Responsible for planning, organizing, monitoring, disseminating and managing the project based on the approved ENACT project plans and activities by European Commission – EACEA, Ministry of Education, Department of External Resources and Department of National Planning, Ministry of Finance.
- III. Act as an intermediary for all communications between the beneficiaries and the Agency.
- IV. Immediately inform the Agency:
 - a. of any change in the name, address, legal representative of any of the beneficiaries or of their affiliated entities;
 - b. of any change in the legal, financial, technical, organizational or ownership situation of any of the beneficiaries or of their affiliated entities;
 - c. of any events or circumstances of which the coordinator is aware, that are likely to affect or delay the implementation of the action;
- V. Draw up the requests for payment in accordance with the Agreement.
- VI. If it is designated as the sole recipient of payments on behalf of all of the beneficiaries, it must ensure that all the appropriate payments are made to the other beneficiaries without unjustified delay.
- VII. Responsible for providing all the necessary documents required for checks and audits initiated before the payment of the balance or documents required for evaluation.

Interested academic / administrative staff members are requested to send the self-prepared application with updated Curriculum Vitae and other relevant information to the Vice-Chancellor, EUSL through proper channels **on or before 27.06.2022 before 4.00 p.m.**