



# NOTICE

## **POST OF DEPUTY DIRECTOR [PART TIME] /INFORMATION TECHNOLOGY CENTRE /UNIVERSITY OF PERADENIYA**

### **INFORMATION TECHNOLOGY CENTRE, UNIVERSITY OF PERADENIYA**

Applications are invited from Senior Academic Staff Members (Senior Lecturer Grade II and above) of the University of Peradeniya for the above post at the Information Technology Centre.

The appointment will be for a period of three years and the Deputy Director will have to serve the IT Centre a minimum of 15 hours per week and report to the Director. The position carries an allowance of 12.5% of the basic salary from the centre's earnings.

Self made applications along with an updated CV and one page statement on how you would contribute towards the advancement of the IT Centre should be submitted to the Vice Chancellor through a proper channel on or before **03.08.2022**

Terms of Reference of the Deputy Director for the Information Technology Centre (ITC), University of Peradeniya.

#### **1. Objective**

To effectively implement and monitor the strategic plan and the relevant actions of the ITC, UoP.

#### **2. Main Responsibilities of the Deputy Director**

- a. Coordinating the documentation of the activities of the ITC (e.g. financial report, minutes of the meetings, progress report, Statement of Purpose) with the assistance of the Assistant Bursar and the Management Assistant.
- b. Coordinating the scheduling of the Board of Management of the Information Technology Center.

#### **3. Other Responsibilities of the Deputy Director**

Further to the above main responsibilities, the Deputy Director is expected to assist the director in following duties of the director.

- a. Representation of the director in meetings in his absence.
- b. Design and implementation of the academic programs and other services of the Information Technology Center.
- c. Developing the visionary plan of the ITC and monitoring the progress of the action plan.
- d. Contribute in teaching in the Staff IT Skill Enhancement Program (SITSEP).

  
Vice - Chancellor  
University of Peradeniya  
Peradeniya - Sri Lanka

**VICE-CHANCELLOR** 18/7/2022  
**UNIVERSITY OF PERADENIYA**