

Post of Director - International Office University of Colombo (IOUC), (Internal Applicants Only)

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.

(No. of Vacancies – 01)

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 II, preferably with academic training and proven interest in the subject of international linkage 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 22-08-2022, emailing the copy of the application to the recruit.temp@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 the International Office – University of Colombo (IOUC), 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. Administration of the Office with the advice of the Vice-Chancellor
- ii. Identify the areas where productive collaborative programmes can be initiated
- iii. Initiate collaborative programmes locally and Internationally
- iv. Contribute to the preparation of Memorandum of Understanding
- v. Implementation of Academic exchange programmes, projects, relevant funding and other matters relating to the agreements
- vi. Negotiate and deal with agreements
- vii. Any other matters relating to collaborative programmes