



NOTICE

POST OF DIRECTOR OF THE CENTER FOR INFORMATION TECHNOLOGY SERVICE

RAJARATA UNIVERSITY OF SRI LANKA, MIHINTALE

Rajarata University of Sri Lanka will entertain applications from senior academics of the University for the above post.

The teachers who have sound knowledge in Computer Science/ IT and holding the post of Senior Lecturer or above can apply for this by submitting a self-prepared application.

The Post of Director, Center for information technology service will be paid a monthly honorarium equivalent to 25% of his/ her basic salary.

All applications should be handed over to the office of the Vice Chancellor, Rajarata University of Sri Lanka, Mihintale on or before 19.08.2022.

Prof. (Ms.) G.A.S. Ginigaddara
Vice Chancellor
Rajarata University of Sri Lanka
Mihintale

Prof. (Ms.) G. A. S. Ginigaddara
Vice Chancellor
Rajarata University of Sri Lanka
Mihintale.
04.08.2022

Note: Terms of reference related to the above post is attached for your information

Terms of Reference

- **Administrative Functions**

1. Supervision of attendance and work of academic and non-academic staff attached to the center
2. Maintenance of discipline in the Centre
3. Allocation of rooms and management of facilities
4. Custody of the property of Computer Center and maintenance of the inventory
5. Procuring goods, services and consultancies; certifying / recommending / approving payments for goods, services and consultancies; handling petty cash
6. Attending discussions with Vice Chancellor, UGC etc., whenever called upon to do so
7. Preparation of Annual Reports, Annual Estimates, By-laws, Corporate plan and Supplying various information/ statistics etc., sought by the Vice Chancellor/ UGC/ Ministry. etc.
8. Making recommendations regarding new cadre, increments, promotions, disciplinary action etc., related to academic and non-academic staff of the center
9. Forwarding/ Recommending etc., all official correspondence between center staff and administration, including applications for leave, loans, warrants, transfers, etc.
10. Acting as referee; issue of recommendation letters, certificates etc., to students when called upon to do so
11. Maintenance of relationships- Inter- Departmental and with public
12. Management of the university Computer Maintenance and Assembling Unit
13. Preparation and Development of project proposals for External grants
14. Supervision and coordination of the proper functioning/ maintenance/ update of university and faculty websites

- **Academic Functions**

1. Preparation of time tables in co-ordination with the relevant faculties
2. Coordinating all teaching (lectures, visiting lectures, practicals, tutorials) and examination work (setting, moderating, correcting) conducted by the Center; Preparing of documents for Examination Board Meetings
3. Coordinating research work undertaken by the Center
4. Development of courses and curricula and drawing up syllabi for both undergraduate programmes and postgraduate work conducted by the Center
5. Recommending Purchase of relevant books, journals, etc., for the library
6. Advising students regarding courses, examinations, academic and non-academic problems in Consultation with the relevant Deans of the faculties
7. Organization and Management of external courses and examinations conducted by the Center
8. Arranging student field trips, seminars, workshops etc., where relevant
9. Coordination of consultancy work, where relevant