

**Terms of Reference for the Director – “CYBER CAMPUS” – Centre for Open and Distance Learning (CODL) – University of Colombo**

The Director position at “CYBER CAMPUS’ Centre for Open and Distance Learning (CODL), University of Colombo, Sri Lanka is part-time position, for a period of 3 years. The following include the specific tasks/ responsibilities of the selected individual:

- a) To function as the Secretary to the Board of Management and to Boards of Study.
- b) To manage the CODL along with 02 Deputy Directors according to the guidelines, norms, and procedures prescribed by the UGC and adopted by the University and MC.
- c) To function as the administrative and accounting officer responsible for the Vice Chancellor and MC. He/ She should instruct and advise the SAR/CODL and SAB/CODL and other subordinate staff to maintain regular records, provide secretarial assistance and maintain the accounts of the Centre in such form and manner as may be prescribed by the University.
- d) He/ She is authorized to receive all earnings paid into the fund and to credit such earnings to the proper heads of accounts, to make authorized payments approved by the MC and Governing Council of the University, and to prepare and submit financial estimates and also prepare and submit annual financial appropriations for the ensuing year to the MC and Governing Council of the University for approval.