

**Terms of Reference for the Director – Centre for the Study of Human Rights (CSHR) –
University of Colombo**

The Director position at Centre for the Study of Human Rights (CSHR), University of Colombo, Sri Lanka is a part-time position for a period of 3 years. The following include the specific tasks/responsibilities of the selected individual:

- a) The overall academic, administrative and financial management of the Centre in accordance with policies and guidelines, and rules and regulations as laid down by the Board from time to time subject to Clause 2:3 of the Constitution
- b) The maintenance of records pertaining to finances of the Centre
- c) The maintenance of inventories and documents of all equipment received and disposed of
- d) The convening of meetings of the Board or any other bodies set up under Clause 2:3
- e) Ensuring an annual audit of the Centre in consultation with the Board
- f) Ensuring the compilation of the annual report of the Centre
- g) Submitting financial, progress and evaluation reports as required to-
 - i) The Board
 - ii) The Council through the Vice-Chancellor
 - iii) The donors through the Vice-Chancellor
- h) Submitting an activity report of the Centre to the Faculty Board every six months
- i) Representing the Centre in the Senate of the University of Colombo if the latter body requires the presence of the Director in any discussion of any matter referred to the Faculty Board under Article 3 of this Constitution, and
- j) Any other functions necessary for the effective functioning of the Centre as recommended or delegated by the Board