

Terms of Reference for the Director – Staff Development Centre (SDC) – University of Colombo

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

- I. Conduct training and development programmes for teachers, administrators and other personnel in the Higher Education system.
- II. Identify training needs of different categories of University staff,
- III. Design training and retraining programmes,
- IV. Identify resource persons nationally and internationally to conduct such programmes.
- V. Actively, participate in teacher training activities in the **certificate in Teaching in Higher Education (CTHE)**, and teaching in the **accreditation of Senior Teachers in Higher Education (ASTHE)** courses,
- VI. Co-ordinate the CTHE/ ASTHE courses and workshops,
- VII. Plan, obtain, implement and manage grants to strengthen staff development of the University under the given preview of the SDC.
- VIII. Function as the Administrative Head of the SDC.
- IX. Have excellent writing, analytical, communication, interpersonal, time-management, multi-tasking, counselling and liaison skills with a high proficiency in English language.
- X. Demonstrate good listening and empathic skills plus the ability in obtaining overseas grants for the sustenance of activities of the SDC while maintaining a credible image.
- XI. Able to develop the SDC as a sustainable Unit without total dependence on external funding.
- XII. Other functions laid down in Section 3.3.9. of the SDC By-Laws.
 - a) The overall academic, administrative and financial management of the Centre in accordance with policies, guidelines, rules and regulations as laid down by the Board from time to time subject to the directives and control of the Board.
 - b) The maintenance of records pertaining to finances of the Centre.
 - c) The maintenance of inventories and documents of all equipment, furniture and other items received and disposed of.
 - d) The convening of meetings of the Board, the Academic Committee, or any other bodies set up under Clause 3.0.
 - e) Ensuring the compilation of the annual report of the Centre.

- f) 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 (if it deems necessary)
- g) Submitting a progress report of the Centre to the Senate/ Council every six months, as the case may be.
- h) Any other functions necessary for the effective functioning of the Centre as recommended or delegated by the Board/ Vice-Chancellor.