

**Terms of Reference for the Director**  
**Social Policy Analysis and Research Centre (SPARC)**  
**University of Colombo**

The Director position at Social Policy Analysis and Research Centre (SPARC), University of Colombo, Sri Lanka is a position based on 1 – year contract period with a view of extending it for a maximum of another two years. The following include the specific tasks/ responsibilities of the selected individual:

1. The overall academic, administrative and financial management of the Centre in accordance with policies with guidelines and rules and regulations as laid down by the Board of Management from time to time,
2. The maintenance of records pertaining to finances of the Centre,
3. The maintenance of inventories and documents of all equipment received and disposed of,
4. The convening of meetings of the Board of Management and any other committees set up under the clause 3.4.4,
5. Ensuring an annual audit of the Centre in consultation with the Board
6. Submitting financial and progress reports as required to
  - a. The Board
  - b. The Council through the Vice-Chancellor
  - c. The donors through the Vice-Chancellor
7. Submitting an activity report of the Centre to the Faculty Board every six months,
8. Representing the Centre in the Senate of the University of Colombo on invitation in any discussion of any matter referred to the Faculty Board, and
9. Any other function incidental to or necessary for the effective functioning of the Centre as recommended or delegated by the Board of Management.