



NOTICE

POST OF DIRECTOR (PART TIME)

CONSULTANCY CENTRE

UNIVERSITY OF PERADENIYA

Applications are invited from Senior Academic Staff Members (Senior Lecturer Grade II or above) with significant experience in administration (at least 3 years), as well as have a thorough knowledge of Business Management, for the above post at the Consultancy Centre of the University of Peradeniya.

The appointment will be for a period of three (03) years and the position carries an honorarium of 10 % of the basic salary per month.

A self-made application along with an updated Curriculum Vitae and a one page statement of how you would contribute towards the advancement of the Consultancy Centre should be submitted to the undersigned through the proper channel, on or before 4th August 2023.

The responsibilities of the Director, Consultancy Centre, are given in the annexure.

Please note that applications submitted after the deadline will be rejected.

A handwritten signature in black ink, appearing to read 'D. S. Jayasinghe'.

VICE-CHANCELLOR
UNIVERSITY OF PERADENIYA

Vice - Chancellor
University of Peradeniya
Peradeniya - Sri Lanka

Annexure

The responsibilities of the Director, Consultancy Centre

- i. The primary duty of the Director is to manage the Centre under the direction and guidance given by the Board of Management (BoM). The Director is responsible for the follow-up actions on the decisions made by the BoM, and for maintaining the minutes and other documentation relating to the BoM.
- ii. To function as the Secretary to the BoM.
- iii. To manage the Centre according to the guidelines, norms and procedures established by the University.
- iv. To prepare and present the Strategic Plan for the Centre in line with the University's Strategic Plan.
- v. To prepare and present the annual Action Plans to the BoM annually and hold regular meetings to review progress.
- vi. Disciplinary control of staff attached to the Centre.