



**Post of Coordinator of the
Extension Courses in English
(On Assignment Basis)**

**Department of English
University of Colombo**

Responsibilities include :

Student registration and placement, administration of all Extension Courses in English, organizing examinations and award ceremonies, preparing budgets, liaising with officers of the University administration.

Qualifications :

A first Degree with English as a subject,

OR

A recognized Diploma in the English Language

AND

At least three years administrative experience in coordinating educational programmes.

Age : Below 60 years at time of application.

Closing Date : 28.09.2020

(No telephone inquiries please)

The Coordinator will be required to work on Saturdays and Sundays.

Remuneration will include EPF/ETF contributions.

Applications should be forwarded to : Head, Dept. of English,
University of Colombo
Colombo 03

**Registrar
University of Colombo**