



UNIVERSITY OF COLOMBO

CENTRE FOR QUALITY ASSURANCE (CQA), UNIVERSITY OF COLOMBO

POST OF DEPUTY DIRECTOR

Applications are invited for the above position based on 1-year contract period from the qualified members of the academic staff of the University of Colombo.

QUALIFICATIONS AND EXPERIENCES:

- Permanent members of the academic staff of the University of Colombo at or above the level of Senior Lecturer, preferably with substantial experience and knowledge in the discipline of quality assurance.

REMUNERATION:

- The Deputy Director shall be paid a monthly honorarium of 25% of the basic salary per month to carry out his/her duties.

Please send your self-prepared application (with a cover letter addressed to the Vice-Chancellor) along with the certified copies of relevant certificates (educational, professional, experience, etc.) by hand to the **Assistant Registrar/ Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03** through the respective Head of the Department and the Dean of the Faculty as per the directives given in the University of Colombo Circular No. 70 dated 14.09.2020 (https://drive.google.com/file/d/1QbuHh_1dKVendOkEM3Xib_O2msG6muYF/view) on or before **14-11-2024**, emailing the copy of the application to the recruit.temp@ace.cmb.ac.lk.

The Post applied should be indicated on the top left-hand corner of the envelope or in the subject line of the e-mail.

Please visit the university website (<https://cmb.ac.lk/>) to download the Terms of References of the Post of the Director.

Applications received after the closing date will not be considered. Incomplete applications will be rejected.

Vice-Chancellor

University of Colombo
94, Cumaratunga Munidasa Mawatha, Colombo 3.

30 October 2024

Terms of Reference for the Deputy Director

Centre for Quality Assurance (CQA)

University of Colombo

The Deputy Director position at Centre for Quality Assurance, University of Colombo, Sri Lanka is a position based on 1 – year contract period. The following include the specific tasks/ responsibilities of the selected individual:

- To ensure the Centre's operations run smoothly and consistently.
- To support the Director, preventing any disruption to centre's operations.
- To oversees the university's quality assurance functions, ensuring that all continuing work meets the highest standards when the Director is on leave or unavailable.
- To attend the meetings or other financial engagements, when the Director is on leave or unavailable.