



UNIVERSITY OF SRI JAYEWARDENEPURA
STAFF DEVELOPMENT CENTRE
POST OF DIRECTOR - (Part Time)

Applications are invited from Senior Members of the academic staff (Senior Lecturer Grade II and above) of the University of Sri Jayewardenepura for the post of Director, (Part Time) Staff Development Centre until **26.01.2026**.

The term of the Director shall be for 3 years.

Conditions of service and duties of the Director/Staff Development are given in the attached sheet.

Applications should be submitted to the Vice-Chancellor through Head of the Department, Dean of the Faculty on or before 26th January 2026 and emailed the soft copy of application to ac_estab@sjp.ac.lk

Please indicate the position applied as “Director/ Staff Development Centre” in the subject line of the e-mail. Applications received after the closing date will not be considered.

A handwritten signature in blue ink, appearing to read 'M. M. Fathell', is written over a horizontal line.

Vice Chancellor
University of Sri Jayewardenepura
12.01.2026



UNIVERSITY OF SRI JAYEWARDENEPURA
STAFF DEVELOPMENT CENTRE
POST OF DIRECTOR - (Part Time)

Conditions of Service and Duties

- I. Director/ Staff Development Centre will function directly under supervision of the Vice-Chancellor.
- II. This would be a part-time post and it should not affect the order academic duties of the holder.
- III. He/ She would be paid a monthly allowance equal to 25% of his/ her basic salary for performing these duties.
- IV. The Director should be a Senior Academic (Senior Lecture Grade II or above) with previous experience in training of academics and non-academics.
- V. The Director will be appointed by the Vice-Chancellor in consultation with the Deans.
- VI. The term of office of the Director would be one year, extendable annually.
- VII. The duties of the Director would include
 - Preparation of a plan of action for staff training.
 - Organizing and conducting induction training of new appointees to academic and non-academic staff.
 - Organizing other service training programs when required.
 - Co-coordinating the staff participation in external training programs.
 - Submitting Progress reports on such activities to the Vice Chancellor or on quarterly basis.