



NOTICE

POST OF DIRECTOR (PART TIME) CENTRE FOR DISTANCE & CONTINUING EDUCATION (CDCE) UNIVERSITY OF PERADENIYA

Applications are invited from Senior Academic Members (Senior Lecturer Grade II or above) of this University having experience in teaching, research, training, administration and the field of learning resources.

The Director has to serve the CDCE a minimum of 15 hours per week and the position carries an allowance of 25% of the basic salary. The appointment will be for a period of three years, and the duties and functions of the Director are annexed. Self made application along with an updated CV and a one page statement of how you would contribute towards the advancement of the CDCE should be submitted to the undersigned through proper channel on or before 16th August 2024.

The responsibilities of the Director, CDCE are given in the annexure. (According to the Commission Circular No.932)

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

A handwritten signature in black ink, appearing to be 'H.S.', written over a horizontal line.

VICE-CHANCELLOR 26/7/2024
UNIVERSITY OF PERADENIYA
24.07.2024

Annexure

DUTIES AND FUNCTIONS OF THE DIRECTOR

CENTRE FOR DISTANCE & CONTINUING EDUCATION (CDCE)

Primary duty of the Director of CDCE is to manage the centre under the direction and guidance given by the Board of Management. The specific duties are,

- i. To function as the Secretary to the Board of Management (BoM) and to Boards of Study.
- ii. To manage the CDCE along with three Coordinators according to the guidelines, norms and procedures established by the University of Peradeniya and those specified by the BoM.
- iii. To function as the administrative and accounting officer responsible to the Vice Chancellor and the BoM. He/ She should instruct and advice the SAR/CDCE and SAB/CDCE other subordinate staff to maintain regular records, provide secretarial assistance and maintain the accounts of the centre in such form and manner as may be prescribed by the University of Peradeniya.
- iv. He/ She is authorized to receive all earnings paid into the fund and to credit such earnings to the proper heads of accounts, to make authorized payments approved by the BoM and Governing Council of the University, and to prepare and submit financial estimates and also prepare and submit annual financial appropriations for the ensuing year to the BoM and Governing Council of the University for approval.