



SOUTH EASTERN UNIVERSITY OF SRI LANKA

VACANCIES

POST OF DEPUTY DIRECTORS FOR CENTRE FOR EXTERNAL DEGREE AND PROFESSIONAL LEARNING (CEDPL)

Applications are invited for the following positions at the Centre for External Degree and Professional Learning of South Eastern University of Sri Lanka from Senior Academic Staff Members who are with experience in teaching, training, examination and administration of SEUSL up to **20.08.2024**.

- 1) Deputy Director for Learning and Resources**
- 2) Deputy Director for Training, Research and Development**
- 3) Deputy Director for Registration and Examinations**

Qualification:

The Applicants shall be a Teacher who shall be of the rank of Senior Lecturer (Grade-II) or above.

Tenure:

Three years from the date of appointment on part-time.

Primary duty of the Deputy Director of Learning and Resources/ Training, Research and Development/ Registration and Examinations are given below.

a) Deputy Director for Learning and Resources:

The Division of Learning resources is responsible for designing, preparing and placing on-line or print form of the instructional material as learning resources for registered students. The Deputy Director function under the guidance and direction of the Director/ CEDPL and the Boards of Study shall operate through the Subject Groups, Course Coordinators and Module Coordinators and facilitate the preparation of course material both in electronic and print modes. He/ She will be responsible for managing the Learning Resource Centres within the CEDPL and periphery.

b) Deputy Director for Training, Research and Development:

The Division of Training is responsible for designing, planning and conducting of training classes for delivery of instructions, on prescribed modules/courses for certificate-, diploma- and degree-level courses, using on-line, print and appropriate audio-visual learning resources. This unit will also be responsible for training offered through regional training Centres by providing resource persons and conducting training sessions for trainers.

c) Deputy Director for Registration and Examinations:

The Division of Examination is responsible for conducting examinations for certificate, diploma and degree level courses. With the approval of the MC, it will recruit examiners, obtain questions, scrutinize the questions and model answers and conduct examinations, coordinate the marking of answer scripts, tabulation of marks and submit the final results approved by the Board of Examiners to the Senate of the University for approval.

Selection Criteria:

Selection will be made on order of merit which will be decided on the marks of a structured interview by a panel appointed by the University Council and appointment will be made by the University Council on the recommendation of the Management Committee of CEDPL.

Allowance Payable:

An allowance of 20% of the basic salary of the substantive post of the appointee will be paid as decided by the University Council and in terms of Commission Circular No: 01/2016 of 01st of January 2016.

Application and Particulars:

The application form and other details are available in the University website www.seu.ac.lk. The applicant is required to submit his/her application in the prescribed form along with Curriculum Vitae, a Statement of Vision for the development of the CEDPL and a brief account of what he/ she proposes for achievements if appointed to the Post. Prospective applicants should forward their applications through the respective Head of Department.

Those who wish to apply for more than one post should submit a separate form. The name of the post in respect of which the application is sent should be stated on the top left-hand corner of the envelope.

All applications should reach the **Deputy Registrar/ Academic Establishments, South Eastern University of Sri Lanka, University Park, Oluvil #32360** on or before **20.08.2024 at 4.00 p.m.** Applications that are incomplete or illegible or do not conform to any other requirements or received after the closing date will be rejected.

**Acting Registrar
South Eastern University of Sri Lanka
30.07.2024**