



## **NOTICE**

### **POST OF DIRECTOR (PART- TIME) STAFF DEVELOPMENT CENTRE (SDC)**

#### **UNIVERSITY OF PERADENIYA**

Applications are invited from Senior Academic Staff Members (Senior Lecturer Grade II or above) for the above post at the Staff Development Centre (SDC) of the University of Peradeniya.

The appointment will be for a period of three years and the position carries an honorarium of Rs. 4,000/- per month.

A self-made application along with an updated Curriculum Vitae and a one page statement of how you would contribute towards the advancement of the Staff Development Centre (SDC) should be submitted to the undersigned through the proper channel, on or before 4<sup>th</sup> November 2024.

The responsibilities of the Director, SDC are given in the annexure.

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

A handwritten signature in blue ink, appearing to read 'M. de Silva'.

**VICE-CHANCELLOR  
UNIVERSITY OF PERADENIYA**

09.10.2024

Vice - Chancellor  
University of Peradeniya  
Peradeniya - Sri Lanka

## **Annexure**

The duties of the Director/SDC are as follows:

The primary duty of the Director of SDC is to manage the centre under the direction and guidance given by the Management Committee (MC). The specific duties are,

- i. To function as the Secretary to the Management Committee of SDC.
- ii. To manage the SDC along with the Programme Manager and 2 Coordinators according to the guidelines, norms and procedure established by the University and those specified by the MC.
- iii. To function as the administrative and accounting officer responsible of the SDC for the Vice-Chancellor. He / She should instruct and advice the programme Manager (Office in Assistant/Senior Assistant/Deputy Registrar level) and other subordinate staff to maintain regular records and provide secretarial assistance to the Director/SDC and staff training activities and maintain the accounts of the centre in such form and manner as may be prescribed by the University.
- 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, and to prepare for the MC and University Council such triennial estimates as are required and annual financial appropriations for the ensuing year.