



**UNIVERSITY OF COLOMBO
SRI LANKA**

VACANCIES (On Contract basis)

Applications will be entertained from suitably qualified applicants for the following post to the Centre of Excellence for Research and Innovation in Population Dynamics, Gender, Reproductive Health, Rights and Social Policy of the University of Colombo.

Center Manager (On Contract)

Minimum Qualifications

1. A 2-year master's degree with a research component from a university recognized by the UGC or above.

Experience

1. Minimum five (05) years' work experience in the administrative and human resource development sector
2. Experience working in collaboration with international organizations, government agencies, and/or civil society is desirable.
3. Demonstrated commitment to promoting gender equality, human rights, and social justice is an advantage.
4. A comprehensive understanding of Sustainable Development Goals, international treaty obligations, normative framework, and national priorities will be an added qualification.

Age	:	between 18 and 45 years on the closing date of application
Remuneration	:	A payment of all-inclusive Rs. 200,000.00 per month (including EPF and ETF).
Period of Contract	:	10 Months

GENERAL CONDITIONS

This appointment is on a contract basis and initially for 10 months. However, the University may consider extending the service of the selected candidate depending on satisfactory performance during the contract period.

TOR can be downloaded from the website www.cmb.ac.lk

Interested candidates should submit the self-prepared application with a cover letter to the “**Assistant Registrar/Academic Establishment, College House, 94, Cumaratunga Munidasa Mawatha, Colombo 03, University of Colombo**” by registered post on or before **17-02-2025**. The Post applied for should be marked on the top left-hand corner of the envelope. Photocopies of the relevant certificates should be sent to verify eligibility and applications which are not supported with such certificates and submitted on or before the deadline will be rejected.

Registrar
University of Colombo
Colombo 03.
03-02-2025

TERMS OF REFERENCE

FOR

CENTRE MANAGER

CENTRE OF EXCELLENCE FOR RESEARCH AND INNOVATION IN POPULATION DYNAMICS, GENDER, REPRODUCTIVE HEALTH, RIGHTS AND SOCIAL POLICY OF THE UNIVERSITY OF COLOMBO

1. BACKGROUND

Research and innovation from a multidisciplinary perspective is of central importance for advancing gender equality and women's empowerment and for human development in the region. Recognizing this, the Centre of Excellence for Research and Innovation in Population Dynamics, Gender, Reproductive Health, Rights and Social Policy was established by the University of Colombo (UOC), in collaboration with the United Nations Population Fund (UNFPA) and is positioned to be a research and innovation hub for the South Asian region, on the transformative priorities of population dynamics, gender and reproductive health.

2. THE OBJECTIVES OF THE CENTRE OF EXCELLENCE

- To execute multi-disciplinary research in priority areas, publish in top-tier journals, and build a knowledge hub to foster cross-disciplinary skills and global collaborations.
- To enhance the skills of personnel working in the priority areas through a lifelong learning approach
- To inform policy and programming and to convert policy research into actionable policy by providing evidence-based recommendations to tackle critical issues in priority areas.
- To develop strategic partnerships and collaborations with world-class institutions for sharing innovative products/solutions/processes in the priority areas.

3. HIRING ENTITY

Centre of Excellence for Research and Innovation in Population Dynamics, Gender, Reproductive Health, Rights and Social Policy, University of Colombo, Sri Lanka

4. SCOPE OF WORK

The main duties and responsibilities of the Centre Manager will be:

a. Operational management:

- Manage day-to-day operations of the Centre, ensuring smooth functioning and adherence to policies and procedures.
- Facilitate to develop and implement administrative policies and procedures for the effective functioning of the Centre.

- Maintain inventory and carry out procurement, logistics and administrative tasks.
 - Maintain financial records and manage activities of the Centre under the guidance of the Centre Director.
 - Organize and coordinate meetings and maintain records of the meetings.
- b. Programme coordination: The Centre Manager will assist the Centre Director in
- coordinating the planning, development and implementation of Centre activities under the overall supervision of the Vice Chancellor and the Deans.
 - developing the research agenda for the Centre and managing the implementation of research and innovation projects.
 - Identifying and building connections with academics who are involved in the priority areas of research focused by the Centre and postgraduate students working with them.
 - Collaborating with the university's research centres, faculties, and departments to identify their expertise and capabilities that can benefit the centre.
- c. Building and managing partnerships:
- Support the Centre Director to build relationships with relevant International Organizations and Universities, Ministries and industry personnel who can work with, and facilitate the Centre activities.
 - Attend conferences, meetings, workshops and networking events to promote the Centre and foster collaboration.
 - Identify and facilitate securing funding for research.
- d. Communication and visibility
- Collaborate with relevant units in the university to develop communication materials (website, newsletters, social media and other channels) and maintain assets to raise awareness about the centre, its activities, achievements and impact.
 - Act as a direct contact point for researchers and institutions connected to the Centre.
 - Respond to inquiries from the researchers, government stakeholders, media, the public, private sector and other stakeholders.

5. REMUNERATION

A payment of all-inclusive Rs. 200,000.00 per month (including EPF and ETF).

6. METHOD OF APPOINTMENT, WORK SCHEDULE AND SUPERVISION

- The Centre Manager is appointed on a contract basis by the Vice-Chancellor, University of Colombo
- The appointment will be made for 12 months and may be renewed based on performance.
- The Centre Manager is required to be available during Monday to Friday from 8.30 a.m. to 4.30 p.m.

- The Centre Manager will report to the Centre Director

5. REQUIRED EXPERTISE

Academic

- A 2-year masters degree with a research component from a university recognized by the UGC or above.

Experience:

- Minimum five (05) years work experience in administrative and human resource development sector
- Experience working in collaboration with international organizations, government agencies and/or civil society is desirable.
- Demonstrated commitment to promoting gender equality, human rights and social justice is an advantage.
- A comprehensive understanding of Sustainable Development Goals, international treaty obligations, normative framework and national priorities, will be an added qualification.

Functional Competencies:

- Excellent research skills and ability to produce knowledge products and policy briefs based on desk research and data generation.
- Good planning and organisational skills including multi-tasking, time management and meeting deadlines
- Computer skills: High level of IT literacy including proficiency in current office software applications
- Strong networking and partnership skills to drive collaborations with government entities, UN Agencies, think tanks and universities in the South Asian region and Sri Lanka.
- Strong internal and external communication, negotiating skills and good interpersonal relations
- Excellent written and oral communication skills in English, and proficiency in Sinhala or Tamil.

Core competencies:

- Integrity, commitment, accountability
- Professionalism and strong work ethics
- Working in teams