NOTICE

POST OF DEPUTY DIRECTOR (PART TIME)

CENTRE FOR QUALITY ASSUARANCE (CQA)

UNIVERSITY OF PERADENIYA

Applications are invited from Senior Academic Staff Members (Senior Lecturer Grade II or above) with significant experience in administration (at least 3 years), as well as in the QA processes and have a thorough knowledge of the external review process, for the above post at the Centre for Quality Assurance (CQA) of University of Peradeniya.

The appointment will be for a period of three years and the Deputy Director will have to serve the CQA a minimum of 15 hours per week and report to the Director. The position carries an honorarium of 12.5% of the basic salary 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 Centre for Quality Assurance (CQA) should be submitted to the undersigned through the proper channel, on or before 14th March 2025.

The responsibilities of the Deputy Director, CQA are given in the annexure.

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

20/02/2025

VICE-CHANCELLOR
UNIVERSITY OF PERADENIYA
17.02.2025

Acting Vice Chancellor
University of Peradeniya
Peradeniya - Sri Lanka.

Annexure

The responsibilities of the Deputy Director, CQA

1. Cover duties of the Director, CQA in his/her absence or when invited by the Director.

2. The Deputy Director shall be appointed as the Acting Director, CQA in the absence of the Director, if the Deputy Director is available on those days. If not available, another IQAC Coordinator shall be appointed as the Acting Director.

3. Finalize the quarterly progress report of the CQA-UoP to the QAC, UGC.

4. Submit annual reports of the CQA to the QAC of the UGC.

5. Review the progress reports of IQACs and annual Performance Scorecards of IQACs and report to the Director CQA and the Management Committee CQA.

6. Identify new best practices to improve internal systems with an eye to future needs and propose those through the Management Committee CQA.

7. Monitor implementation of internal QA measures adopted from time to time in the University and report to the Management Committee on the 'progress, and communicating with relevant individuals as appropriate.

8. Monitor the progress of Action Plans submitted by different entities based on the recommendations of external reviews (especially programme reviews) and prepare a report to be tabled at the Senate through the Management Committee annually. The same shall be submitted to the QAC-UGC by the Vice-Chancellor once the Council approves it.

9. Coordinate/work with IQAC Coordinators for pertinent matters. The Deputy Director, CQA, may convene meetings of all IQAC Coordinators when necessary.

10. Assist the Director CQA in administrative and financial matters with respect to the overall functioning of the Centre.

11. Attending to other tasks/duties assigned by the Director or the Management Committee CQA in relation to IQA/EQA.