UNIVERSITY OF COLOMBO
CENTRE FOR QUALITY ASSURANCE (CQA), UNIVERSITY OF COLOMBO

POST OF DIRECTOR

Applications are invited for the above position for a period of three years from the qualified permanent members of the academic staff of the University of Colombo.

The objectives of the unit are to coordinate all Quality Assurance (QA) related activities of the University, liaise with the UGC through Quality Assurance and Accreditation Council (QAAC) of the University Grants Commission, monitor and provide guidance to QA activities of the Faculties and Institutes, implement of QA Reviews/Audits and follow up actions.

The selected candidate would be responsible for overall Academic, Administrative and Financial Management of the Unit in accordance with the rules & regulations as laid down by the Management Committee of the Centre for Quality Assurance/Senate/Council of the University of Colombo.

QUALIFICATIONS AND EXPERIENCES:

- Permanent member of the academic staff of the University of Colombo at or above the level of Professor or Senior Lecturer Gr. I, preferably with substantial experience and knowledge in the discipline of quality assurance.

REMUNERATION:

- The Director shall be paid a monthly honorarium of 25% of the basic salary per month to carry out his/her duties.

Please send your self-prepared application (with a cover letter addressed to the Vice-Chancellor) along with the certified copies of relevant certificates (educational, professional, experience, etc.) by hand to the **Assistant Registrar/ Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03** through the respective Head of the Department and the Dean of the Faculty on or before **01-07-2025,** emailing the copy of the application to the recruit.temp@ace.cmb.ac.lk**.**

The Post applied should be indicated on the top left-hand corner of the envelope or in the subject line of the e-mail.

Applications received after the closing date will not be considered. Incomplete applications will be rejected.

Vice-Chancellor
University of Colombo
94, Cumaratunga Munidasa Mawatha,Colombo 3.
17 June 2025

Terms of Reference for the Director
Centre for Quality Assurance (CQA)
University of Colombo

The Director position at Centre for Quality Assurance, University of Colombo, Sri Lanka is a position for a period of three years. The following include the specific tasks/ responsibilities of the selected individual:

- Develop regulations for the CQA and obtain approval from the University Council for the same.

- Prepare operational guidelines for the CQA in accordance with the general guidelines developed by QAC of the UGC, and customized for the university's governance structure/ organogram and specific implementation arrangement.

- Develop a 3-year Strategic Plan for the CQA; obtain approval from the University Senate and Council and concurrence of the QAC of the UGC, before implementation.

- Develop the annual work plan for the CQA and obtain approval from the University Senate and Council at the commencement of each year.

- Develop the annual budget for QA activities in the university along with the university's annual budget estimates submitted to the Treasury, and obtain Finance Committee and Council approval.

- Ensure that the CQA is established on the university website and details are updated regularly

- Report regularly on QA activities and progress to the University Senate and Council

- Circulate notices of QA activities in the university to the university community and other universities

- Conduct University and Faculty level awareness programs on QA

- Initiate and support preparation of SER for Institutional Reviews

- Motivate and support study programs to prepare SERs for Program Reviews

- Provide necessary training and workshop for Self-Assessment Report (SER) preparation

- Motivate and support academic staff to showcase best practices in QA.

- Develop relationships and liaise with international agencies and universities on QA activities.

- Support academic staff in the process of preparing proposals for the conduct of new degree programmes, and ensure that applications submitted to the UGC for approval in this regard are compliant with the Sri Lanka Qualifications Framework

- Report on University QA activities at the UGC standing Committee on QA

- Submit an annual report of the CQA to the QAC of the UGC

- Convene and facilitate all meetings of the CQA and FQACs

- Assist manual preparation on QA aspects in Faculties

- Make available to all staff and external stakeholders the results of external and internal reviews, including student surveys.