



UNIVERSITY OF COLOMBO

SOCIAL RECONCILIATION CENTRE (SRC) – UNIVERSITY OF COLOMBO

POST OF DIRECTOR

(No. of Vacancies – 01)

This is a part-time position, for a period of three years.

QUALIFICATIONS AND EXPERIENCES:

- Applications are invited for the above position from the qualified permanent members of the academic staff of the University of Colombo above the level of **Professor**, preferably with academic training and proven interest in the subject of social reconciliation in the University environment and expertise in the field of peace and reconciliation.

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 as per the directives given in the University of Colombo Circular No. 70 dated 14.09.2020 (https://drive.google.com/file/d/1QbuHh_1dKVendOkEM3Xib_O2msG6muYF/view) on or before **14-11-2025**, 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.

Please visit the university website (<https://cmb.ac.lk/vacancies>) to download the Terms of References of the Post of the Director.

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.

31-10-2025

Terms of Reference for the Director

Social Reconciliation Centre (SRC)

University of Colombo

The Director position at Social Reconciliation Centre (SRC), University of Colombo, Sri Lanka is a position a period of three years. The following are the specific tasks/ responsibilities to be performed by the selected individual:

1. Maintaining Image or Credibility of the Centre

- At all times, when in the Higher Educational Institute or outside, will be the image of the core values and standards advocated. Therefore, will act with integrity, respect for all people, will be gender sensitive and honourable. Will not bring any disrepute.
- To maintain the overall image of the Centre locally and internationally.

2. Management of the Centre

- Report to the Standing Committee on Social Reconciliation regarding the progress of the Centre.
- Respond on time to requests made by the UGC.
- Prepare end of year reports for the UGC Social Reconciliation Standing Committee by mid-January each year for the preceding year following standards of good practices.
- Will be fair and just in all his/her dealing with colleagues, subordinates and all stakeholders (students/University employees) associated with the SRC.
- Maintain cordial relationship with SRC staff, Management Committee, and stakeholders.
- Provide the Management Committee of the SRC with monthly review/ chair progress meetings professionally. Maintain minutes and circulate those within two weeks after each meeting.
- Prepare the annual work plan and budget, get it approved by the Management Committee, and submit it to University Finance Committee via VC for the approval.
- Work closely with the Bursar to ensure that all financial regulations are followed and that the SRC has sufficient resources to undertake the annual work-plan.
- Ensure that the infrastructure, equipment and resources are properly inventoried and well managed.

3. Accountability of the Director

- Director is accountable for all the functions handled by the Centre.
- Human Resource Management - recruitment, promotion and dismissals. Any disciplinary action must follow due processes of the agencies (UGC, public sector and by laws and policy directives of the respective HEI.
- Obtaining resources, both personnel and material must be as per procurement processes as stipulated by administrative and financial regulations.
- Management of Petty cash and cash boxes maintained by the Centre must be according to the financial regulations adhered to by the HEI.
- Any discretion enjoyed by the Director must be first approved by the VC / Rector and the Council of the HEI. If not, the Director does not have the freedom to use public funds at

- his/her will. These principles apply even for funds solicited and obtained as grants from agencies of the state sector, private sector or international funders.
- Director is accountable to the Management Committee. The Director and the Committee will be accountable to the VC and the University Council. The scope of accountability is wide and includes all financial and administrative matters.

4. Program / Activities

- Develop (i) a strategic plan for the development and sustainability of the SRC, (ii) an internal management system that will ensure smooth functioning of the SRC.
- Develop short/medium/long-term project proposals for Social Reconciliation programmes for the University for obtaining funds.
- Strengthen the reconciliation mechanism within the University while ensuring effectiveness.
- Develop guidelines and standards on how the SRC will implement the work plan and undertake quality activities and bring them to proper closure.
- Ensure that all projects funded by agencies are completed as proposed, end of projects reports are completed and audited financial statements are readied and delivered on time.