



# SOUTH EASTERN UNIVERSITY OF SRI LANKA

## VACANCIES

Applications are invited from suitably qualified and experienced existing academic staff for the following post up to **31.07.2018**.

### **POST OF DIRECTOR / STAFF DEVELOPMENT CENTRE (SDC)**

The Director shall be a Teacher who shall be of the rank of Senior Lecturer (Grade-II) or above from among the existing academic staff on full time or part time basis.

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

- a) To function as Secretary to the Management Committee of SDC
- b) 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
- c) 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 (Officer 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.
- d) 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.

### **Selection Criteria:**

- Selection will be made on order of merit which will be decided on the marks of a structured interview by a panel appointed by the University Council.
- The Director will be appointed on full time or part - time basis

### **➤ Salary Scales:**

**Senior Lecturer Gr. I : U - AC 3 (I)**

Rs. 70, 667 - 7 x 1632 - 82, 091 p.m. (as at 01.01.2018)

Rs. 79, 041 - 7 x 1826 - 91, 823 p.m. (as at 01.01.2019)

Rs. 91, 310 - 7 x 2170 - 106, 500 p.m. (as at 01.01.2020)

**Senior Lecturer Gr. II : U - AC 3 (II)**

Rs. 61, 667 - 11 x 1228 - 75, 175 p.m. (as at 01.01.2018)

Rs. 68, 971 - 11 x 1374 - 84, 085 p.m. (as at 01.01.2019)

Rs. 79, 360 - 11 x 1630 - 97, 290 p.m. (as at 01.01.2020)

(The other allowance determined by the University Grants Commission will be paid in addition to the above salary and a candidate presently drawing a salary a higher than this scale if selected will be placed at the same salary drawing at present)

If any candidate is appointed on part-time basis, an allowance of Rs. 4,000/- p.m will be paid in terms of Establishment Circular Letter No. 07/2010 of 15.11.2010.

➤ **Application and Particulars**

The application form and other details will be available in the University website [www.seu.ac.lk](http://www.seu.ac.lk). The applicant is required to submit along with his/her application form a Statement of Vision for the development of the Centre and a brief account of what he/she proposes for achievements if appointed to the Post of Director for the above Centre.

Prospective applicants should forward their applications through the respective Heads. All applications should reach the **'Deputy Registrar, Academic Establishments Division, South Eastern University of Sri Lanka, University Park, Oluvil #32360** on or before **31.07.2018 at 4.00 p.m.** The name of the post should be indicated on the top left- hand corner of the envelope.

Applications that are incomplete or illegible or do not conform to any other requirements or received after the closing date will be rejected. South Eastern University of Sri Lanka reserves the rights to shortlist the candidates.

**Please treat our earlier advertisement for the above post dated 17.07.2018 as cancelled.**

**Registrar,  
South Eastern University of Sri Lanka  
University Park, Oluvil #32360.  
20.07.2018**