



UNIVERSITY OF COLOMBO

INTERNATIONAL OFFICE – UNIVERSITY OF COLOMBO (IOUC)

POST OF DIRECTOR

(No. of Vacancies – 01)

This is a part-time position, initially for a period of one year with a view of extending it for a maximum of another two years.

QUALIFICATIONS AND EXPERIENCES:

- Applications are invited for the above position from the permanent members of the academic staff of the University of Colombo at or above the level of **Senior Lecturer, Grade II**, preferably with academic training and proven interest in the subject of international linkage development.

Please send your self-prepared application (with a covering 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 **22-01-2024**, 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.

Please visit the University website (<https://cmb.ac.lk/>) 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.

08 January 2024

**Terms of Reference for the Director – International Office – University of Colombo
(IOUC), University of Colombo**

The Director position at International Office – University of Colombo (IOUC) , Sri Lanka is a position based on 1-year contract period with a view of extending it for a maximum another two years. The following include the specific tasks/ responsibilities of the selected individual:

- i. Administration of the Office with the advice of the Vice-Chancellor
- ii. Identify the areas where productive collaborative programmes can be initiated
- iii. Initiate collaborative programmes locally and Internationally
- iv. Contribute to preparation of Memorandum of Understanding
- v. Implementation of Academic exchange programmes, projects, relevant funding and other matters relating to the agreements
- vi. Negotiate and deal with agreements
- vii. Any other matters relating to collaborative programmes