



# POSTGRADUATE INSTITUTE OF ENGLISH

## (THE OPEN UNIVERSITY OF SRI LANKA)

### POST OF DIRECTOR

Applications are invited from Sri Lankan citizens for the post of Director of the Postgraduate Institute of English, The Open University of Sri Lanka up to 24.09.2024. The applicants shall be less than 63 years of age by the closing date of the applications.

The prospective applicant should possess postgraduate qualifications (preferably a Ph.D. in a field related to English / English Language Teaching) and administrative experience. The successful candidate will be responsible for providing academic leadership and establishing working relations with other organizations within the University and other national and international academic institutes. He/she should have excellent interpersonal skills and an understanding of the institute's commitment to the community. Experience in teaching/learning in the Distance Education mode would be an advantage.

In terms of the Postgraduate Institute of English Ordinance No. 04 of 2005, the Director is a Full-time Officer, the Principal Executive Officer, the Principal Academic Officer and the Accounting Officer of the institute. The Director is the Chairperson of the Board of Management, and an ex-officio member of the academic committees of the institute. The appointed Director shall hold office for a period of three years from the date of appointment or until the completion of the 65 th year, whichever event occurs earlier.

The Postgraduate Institute of English was established to foster and enhance English Language Teaching (ELT) and English Teacher Education. Over the years, the profile of the institution has grown substantially and today the institute offers courses in a wide variety of English Studies related fields.

The Board of Management seeks an individual with a sound academic background, an excellent record of research and management, and a vision to meet current and future challenges.

The Director is eligible to receive a salary on the scale of U - AC 5 - (Rs.117,350-13X2700-152,450/-) per month, and allowances applicable to the post. Those who are presently in the public service and drawing a salary exceeding the initial of the above salary scale will be placed at an equivalent salary point. If the applicant is a teacher as defined in the Universities Act No. 16 of 1978, he/she will be paid an academic allowance of 203 % of the basic salary.

Other benefits provided to the Director are:

- \* Government approved transport allowances
- \* Entertainment Allowance of 12 % of basic salary.
- \* University Provident Fund (UPF) contribution.
- \* Employees' Trust Fund (ETF) contribution.

The following documents should accompany the application.

- A copy of the full curriculum vitae including the date of birth of the applicant
- A statement of vision for the development of the institute and a brief account of what the applicant proposes to achieve if appointed to the post of Director
- A letter from the employer indicating whether the applicant could be released in the event of his/her appointment to the post (This will apply to applicants from Higher Educational institutions other than the Open University of Sri Lanka, the Public Service, Corporations and Statutory Bodies.)

If shortlisted the applicant will be required to formally present his/her vision for the Institute to the Board of Management. The selection process of appointing the Director will be made in the manner set out in the UGC Circular No. 01/2024 dated 01.01.2024 issued by the University Grants Commission for procedure for appointment.

Applications should be sent under registered Post or by hand in a sealed envelope to the **W.D.T. Tilakaratne, Senior Assistant Registrar, Postgraduate Institute of English, The Open University of Sri Lanka, P.O. Box 21, Nawala, Nugegoda to reach on or before 24.09.2024.** The name of the post should be indicated on the top left-hand corner of the envelope as 'Post of Director/ PGIE'.

Applications that are incomplete or do not conform to the requirements or received after the closing date will be rejected.

In addition, a soft copy of the above documents together with any other supporting documents in PDF format should be sent via electronic mail to [sarpgie@ou.ac.lk](mailto:sarpgie@ou.ac.lk)

Please refer to the **UGC Commission Circular 01/2024** dated **1<sup>st</sup> January 2024** for further details.

**W.D.T. Tilakaratne**  
**Senior Assistant Registrar and Secretary to the Board of Management**  
**Postgraduate Institute of English,**  
**The Open University of Sri Lanka,**  
**P.O. Box 21,**  
**Nawala, Nugegoda.**

**Telephone 011-2825805**

25 August 2024