

CALLING APPLICATIONS FOR THE POST OF DIRECTOR, STAFF DEVELOPMENT CENTRE, UVA WELLASSA UNIVERSITY OF SRI LANKA, BADULLA

With reference to the call for applications for the above post published on 15th February 2025, the Eligibility criteria need to be revised as follows.

Applications are invited from suitable Senior Academic staff (Senior Lecturer Gr. II and above) for the Post of Director, Staff Development Centre as per the UGC Circular No. 937 dated 10.11.2010.

Eligibility:

The applicant should be a Senior Academic / Professor with significant experience in planning, preparing, and conducting training programs for Academic, Administrative, Academic Supportive, and Non-Academic staff.

Tenure:

Maximum period of three years with provisions to extend for several terms.

Remuneration:

An honorary monthly allowance of Rs. 4000.00 according to the UGC Establishment Circular Letter No: 07/2010 dated 15.11.2010.

Terms of Reference:

- Function as the Secretary to the Management Committee of SDC.
- Manage the SDC along with the Programme Manager and two Coordinators according to the guidelines, norms, and procedures established by the University and the Management Committee.
- Act as the administrative and accounting officer responsible to the Vice-Chancellor. He/She should instruct and advise the Programme Manager and other subordinate staff to maintain records and provide secretarial assistance to the Director/SDC, staff training activities, and financial accounts.
- Authorized to receive all earnings paid into the fund, credit earnings to proper accounts, make authorized payments, and prepare required estimates and annual financial appropriations for the Management Committee and University Council.

(For further details, refer to the conditions laid down in Appendices XIII Chapter XI: Sub-paragraph 3.4 of UGC and Higher Education Institute E Code)

How to Apply:

Interested candidates are requested to submit a self-made application along with an updated Curriculum Vitae and a one-page statement of how you would contribute to the advancement of the Centre. Certified copies of relevant certificates should be sent under registered cover to reach the Acting Registrar, Uva Wellassa University, Sri Lanka on or before 05.03.2025.

Important: In addition, it is compulsory to submit your application via Google form, and the scanned copy of your application form should be uploaded to the Google form before the closing date. As follows:

- Curriculum Vitae
- National Identity Card
- All relevant academic and experience Certificates

Google form, preferred qualifications, and other relevant details can be obtained by visiting the University Website [from here](#)

Incomplete applications, applications without supporting documents, and applications received after the closing date will not be considered. The University reserves the right to shortlist the candidates and call only such candidates for interview.

Acting Registrar

Uva Wellassa University

Badulla

15.02.2025