

POST OF DIRECTOR

The Board of Management of the Institute of Human Resource Advancement (IHRA), as per Section 5(1) of the IHRA Ordinance No. 01 of 2021, functioning in terms of Section 24 A(I) of the Universities Act No 16 of 1978 and the subsequent amendments, invites applications for the Post of Director, Institute of Human Resource Advancement, University of Colombo.

The applicants should be citizens of Sri Lanka and less than 63 years of age by the closing date of applications. The successful applicant will hold the office for a period of three years from the date of appointment or until he/she completes his/her 65th year, whichever occurs earlier.

The IHRA is an Institute affiliated to the University of Colombo as approved by the University Grants Commission to conduct programs leading to Degrees, Diplomas, and Certificates. It currently offers Postgraduate and Undergraduate degrees that are awarded by the University of Colombo, and conducts a range of Diploma and Certificate Programmes. The IHRA student population mainly comprises of those who are currently employed in public and private sector organizations. It engages in research and consultancy services as well.

The Director is a full time Officer of the Institute and the Academic and Administrative Head of the Institute. He/She is also the Accounting Officer of the Institute, an ex-officio member and the Chairperson of the Board of Management, which is the governing body of the Institute. It shall be the duty of the Director to maintain transparency and accountability and will be responsible for providing academic leadership. The Director is also responsible for the maintenance of discipline within the Institute. He/She should possess an understanding of the needs of clients and staff of the institute, should be able to generate funds, and develop collaborations and networking among Universities, Institutes and Industries as well as international relationship on academic affairs.

The Director shall be a person with a vision to achieve goals of the Institute through his/her intellectual as well as managerial brilliance. The applicant is expected to be a person of high academic caliber and integrity with a record of excellent research publication profile, proven leadership qualities with high level of interpersonal skills and should have a clear understanding of policy issues.

The Director will receive a salary of a Professor and other allowances applicable to the post.

The following documents should be submitted along with the applications:

- (i) A Complete Curriculum Vitae of the applicant including the date of birth. (a certified copy of the Birth Certificate must be attached)
- (ii) A statement of vision for the development of the Institute
- (iii) A brief account of what he/ she proposes to achieve, if appointed to the post of Director
- (iv) Where the applicant is the incumbent Director, or held the Post of Director before, he/she shall give a report highlighting the accomplishments during his/her first period of the office.
- (v) In the case of an applicant being an employee of the Public Sector, Corporations, Statutory Bodies and Higher Educational Institutions other than the Institute of Human Resource Advancement, a letter from the employer indicating whether the applicant could be released in the event of his/her appointment to the post
- (vi) Soft Copy of the application and all the documents related to the application should be submitted in PDF format to the electronic mail specified by the Deputy Registrar - dr@ihra.cmb.ac.lk

The process of selection will be made in terms of instructions given in the UGC Circular No. 01/2024 dated 01st January, 2024. (The Circular can be downloaded from www.ugc.ac.lk)

Hard copies of the application along with all the connected documents, sent in soft copies, should be forwarded to the Deputy Registrar, Institute of Human Resource Advancement, No. 275, Bauddhaloka Mawatha, Colombo 07, in a sealed cover/envelope either by hand delivery or under registered post to reach on or before 7th April, 2025 by 3.00 p.m. The envelope containing the application must be marked 'Post of Director' on its top left-hand corner.

Applications received after the closing date will not be entertained.