



EASTERN UNIVERSITY, SRI LANKA

POST OF COORDINATORS / CENTRE FOR EXTERNAL DEGREES AND EXTENSION COURSES (CEDEC)

Applications will be received from the staff of the Eastern University, Sri Lanka for the post of Coordinators/CEDEC. The appointment of the Coordinators of the Centre is to be made in conformity with the reforms introduced by the UGC as detailed in its Circular No. 932 on External Degrees and Extension Courses.

1. Eligibility:

Persons holding the post of Senior Lecturer Gr. II and above are eligible to apply.

Applicant should possess sufficient knowledge and experience in the administration of External Degree Programmes and Extension/Continuous Professional Development Courses at University level.

2. Job Descriptions

They shall work under the directions and guidance of the Director/CEDEC. The specific duties of the respective Coordinators are given below.

• Coordinator/Examination

The Division of Examination is responsible for conducting examinations for certificate, diploma and degree level courses, with the approval of the Management Committee, it will recruit examiners, obtain questions, scrutinize the questions and model answers and conduct examinations, coordinate the marking of answer scripts, tabulation of marks and submit the final results approved by the Board of Examiners to the Senate of the University for approval.

• Coordinator/Learning Resources

The Division of Learning resources is responsible for designing, preparing and placing on-line or print form of the instructional material as learning resources for registered students, the Coordinator function under the guidance and direction of the Director/CEDEC and the Boards of Study shall operate through the Subject Groups, Course Coordinators and Module Coordinators and facilitate the preparation course material both in electronic and print modes. He/She will be responsible for managing the Learning Resource Centres within the CEDEC and periphery.

• Coordinator/Training

The Division of Training is responsible for designing, planning and conducting of training classes for delivery of instructions, on prescribed modules/courses for certificate, diploma and degree-level courses, using on-line, print and appropriate audio-visual learning resources. This unit will also be responsible for training offered through regional training centres by providing resource persons and conducting training sessions for trainers.

3. Period of employment

This is a part-time assignment and is valid for a period of three years.

4. Remuneration:

15% of the basic salary of his/her substantive post will be paid as an allowance according to the UGC Commission Circular No. 01/2016 dated 01.01.2016.

5. Closing date:

21st of May, 2021

Interested Senior Academic Staff members are kindly requested to send the self-prepared application with the Curriculum Vitae along with other relevant information to the Assistant Registrar/Academic Establishments, EUSL through proper channels of communication before the closing date of applications. The applicants are encouraged to send their plans and programmes they propose to implement if appointed as Coordinators.