



**Post of Coordinator of the Extension Courses in English
(on Assignment Basis)**

**Department of English
University of Colombo**

Responsibilities include:

Administration of all Extension Courses in the Department of English, student registration and placement, organizing classes, examinations and award ceremonies, preparing budgets, liaising with officers of the University administration.

Qualifications : A degree with English as a subject,

OR

A recognized Diploma in the English Language

AND

At least three years administrative experience managing similar educational programmes.

Age: Below 60 years at time of application.

Salary: Basic - Rs.73,043/=p.m. plus cost of living allowance and applicable EPF and ETF will be paid.

Closing Date : **17. 08. 2026**

(No telephone inquiries please)

The Coordinator will be required to work on five days of the week, including Saturdays and Sundays.

Remuneration will include EPF/ETF contributions.

Applications should be forwarded by email to: head@english.cmb.ac.lk

Or by registered post to : Head, Dept. of English, Faculty of Arts
University of Colombo,
Colombo 3.

**Registrar
University of Colombo**