



UNIVERSITY OF COLOMBO

STAFF DEVELOPMENT CENTER (SDC) – UNIVERSITY OF COLOMBO

POST OF DIRECTOR

(No. of Vacancies – 01)

This is a part-time position, for a period of three years.

QUALIFICATIONS AND EXPERIENCES:

- Applications are invited for the above position from the qualified permanent members of the academic staff at the grade of at least **Senior Lecturer** of the University and its affiliated campuses/ Institutes/ School with a PhD/MD academic Training and proven experience in the subject of staff development. The applicant must demonstrate commitment to Staff Development and should be able to conduct classes and workshops for University staff, which would be greatly facilitated by the applicant having attended SDC workshops or/ and having SEDA accredited qualification.

Please send your self-prepared application (with a covering letter addressed to the Vice-Chancellor) along with the certified copies of relevant certificates (educational, professional, experience, etc.) by hand to the **Assistant Registrar/ Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03** through the respective Head of the Department and the Dean of the Faculty as per the directives given in the University of Colombo Circular No. 70 dated 14.09.2020 (https://drive.google.com/file/d/1QbuHh_1dKVendOkEM3Xib_O2msG6muYF/view) on or before **01-09-2026**, emailing the copy of the application to the recruit.temp@ace.cmb.ac.lk.

The Post applied should be indicated on the top left-hand corner of the envelope or in the subject line of the e-mail.

Please visit the university website (<https://cmb.ac.lk/>) to download the Terms of References of the Post of the Director.

Applications received after the closing date will not be considered. Incomplete applications will be rejected.

Vice-Chancellor

University of Colombo
94, Cumaratunga Munidasa Mawatha, Colombo 3.

18 August 2026

Terms of Reference for the Director – Staff Development Centre (SDC) – University of Colombo

The Director position at Staff Development Centre (SDC), University of Colombo, Sri Lanka is a part-time position for a period of 3 years. The following include the specific tasks/ responsibilities/ skills of the selected individual:

- I. Conduct training and development programmes for teachers, administrators and other personnel in the Higher Education system.
- II. Identify training needs of different categories of University staff,
- III. Design training and retraining programmes,
- IV. Identify resource persons nationally and internationally to conduct such programmes.
- V. Actively, participate in teacher training activities in the **certificate in Teaching in Higher Education (CTHE)**, and teaching in the **accreditation of Senior Teachers in Higher Education (ASTHE)** courses,
- VI. Co-ordinate the CTHE/ ASTHE courses and workshops,
- VII. Plan, obtain, implement and manage grants to strengthen staff development of the University under the given preview of the SDC.
- VIII. Function as the Administrative Head of the SDC.
- IX. Have excellent writing, analytical, communication, interpersonal, time-management, multi-tasking, counselling and liaison skills with a high proficiency in English language.
- X. Demonstrate good listening and empathic skills plus the ability in obtaining overseas grants for the sustenance of activities of the SDC while maintaining a credible image.
- XI. Able to develop the SDC as a sustainable Unit without total dependence on external funding.
- XII. Other functions laid down in Section 3.3.9. of the SDC By-Laws.
 - a) The overall academic, administrative and financial management of the Centre in accordance with policies, guidelines, rules and regulations as laid down by the Board from time to time subject to the directives and control of the Board.
 - b) The maintenance of records pertaining to finances of the Centre.
 - c) The maintenance of inventories and documents of all equipment, furniture and other items received and disposed of.
 - d) The convening of meetings of the Board, the Academic Committee, or any other bodies set up under Clause 3.0.
 - e) Ensuring the compilation of the annual report of the Centre.
 - f) Submitting financial, progress and evaluation reports as required to
 - i) The Board
 - ii) The Council through the Vice-Chancellor

- iii) The donors through the Vice-Chancellor (if it deems necessary)
- g) Submitting a progress report of the Centre to the Senate/ Council every six months, as the case may be.
- h) Any other functions necessary for the effective functioning of the Centre as recommended or delegated by the Board/ Vice-Chancellor.