



# Sabaragamuwa University of Sri Lanka

## Centre for Open and Distance Learning

### VACANCIES

Applications are internally entertained from persons who are holding the post of Senior Lecturer Gr II or above, for the following posts of the Centre for Open and Distance Learning, (CODL) Sabaragamuwa University of Sri Lanka. These part time basis appointments are for a term of 03 years with provision to extend for several terms.

#### 1. Director/ CODL

Primary duty of the Director of CODL is to manage the Unit under the direction and guidance given by the Management Committee (MC). The specific duties are,

- To function as the Secretary to the Board of Management and to the Board of Study.
- To manage the CODL along with 03 Coordinators according to the guidelines, norms, and procedures prescribed by the UGC and adopted by the University and MC.
- To function as the administrative and accounting officer responsible for the Vice-Chancellor and MC. He/ She should instruct and advice SAR/ CODL and SAB/ CODL and other subordinate staff to maintain regular records, provide secretarial assistance and maintain the accounts of the Unit in such form and manner as may be prescribed by the University.
- He/ She is authorized to receive all earnings paid in to the fund and to credit such earnings to the proper heads of accounts, to make authorized payments approved by the MC and the Governing Council of the University, and to prepare and submit financial estimates and also prepare and submit annual financial appropriations for the ensuing year to the MC and the Governing Council of the University for approval.

Appointees are entitled to receive a maximum allowance of 25% of basic salary of the substantive post.

#### 2. Coordinators

The specific duties of the respective Coordinators are as mentioned below. Appointees are entitled to receive a maximum allowance of 15% of basic salary of the substantive post.

##### I). Coordinator/ Registration and Examinations

The Division of Examination is responsible for conducting examinations for certificate, diploma and degree level courses. With the approval of the MC, it will recruit examiners, obtain questions, scrutinize the questions and model answers and conduct examinations, coordinate the making 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.

##### II). 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/ CODL and the Board 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 will be responsible for managing the Learning Resource Centres within the CODL and periphery.

##### III). 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, printing and appropriate audio-visual learning resources. This unit will also be responsible for training offered through regional training centres by providing resources persons and conducting training sessions for trainers.

Self-prepared Applications indicating your bio data "interest" and "proposed contributions" to the CODL should be reached to the Registrar, Sabaragamuwa University of Sri Lanka, P.O Box-02 Belihuloya on or before 18.08.2020 Late applications will not be entertained.

Actg. Vice Chancellor,  
Sabaragamuwa University of Sri Lanka  
P.O. Box- 02,  
Belihuloya.  
27.07.2020