



**UNIVERSITY OF COLOMBO
FACULTY OF ARTS
VACANCY**

COORDINATOR/ EXAMINATIONS

Applications are invited for the above position from among qualified members of the academic staff of the Faculty of Arts, University of Colombo. The academic staff who are in the level of Senior Lecturer Grade I or above are eligible to apply.

The Coordinator/ Examinations, under direction of Dean, shall be responsible for undergraduate examination work. Exam registration of candidates and admissions are done on time by liaising with the Information & Documentation Centre (IDC) of the Faculty of Arts, Conduct of examinations at the Faculty liaising with the Deputy Registrar, Faculty of Arts, To decide on deadlines for submission of examinations results in consultation with the Dean and Deputy Registrar/ Examinations, Coordinate and communicate examinations related matters to the Heads of Departments/ Unit Coordinators and the Examination Coordinators at Department/ Unit level. To be the focal point for examinations related work at the Faculty of Arts.

The Coordinator/ Examinations will be paid an allowance per month.

Self-prepared applications should be forwarded to me on or before **December 22, 2022** through the Head of Department to which the applicant is attached.

Senior Professor Lasantha Manawadu
Dean/ Faculty of Arts

Faculty of Arts
University of Colombo
Colombo 3

December 16, 2022