



## **FACULTY OF ARTS VACANCY**

### **DIRECTOR FOR CENTRE FOR DISABILITY RESEARCH, EDUCATION AND PRACTICE (CEDREP)**

The Centre for Disability Research, Education and Practice (CEDREP) committed, through promoting and providing academic leadership in the fields of disability research, education and practice for national and International agencies and organizations concerned about people with disabilities and their families.

Applications are invited for the above position from among qualities of the academic staff of the Faculty of Arts, University of Colombo. The academic staff who are in the level of Senior Lecturer Grade II, or above preferably with academic training and proven research interest are eligible to apply.

The responsibilities of the Director :

- 1) The overall academic, administrative, and financial management of the Centre in accordance with policies and guidelines, rules and regulations of the University and rules and regulations as laid down by the Board from time to time.
- 2) Prepare and present the annual plan of activities and functions for the approval of the Management Committee and the Board of Management.
- 3) The maintenance of records pertaining to finances of the Centre and present annual accounts to the Management Committee and Board of Management.
- 4) Prepare and present progress reports of activities and functions when necessary or asked for by the Board and Committee.
- 5) The maintenance of inventories and documents of all equipment, furniture, fittings, and other items received and disposed of by the Centre.
- 6) The convening of meetings of the Board of any other bodies setup by the Board.
- 7) Ensuring an annual audit of the Centre in consultation with the Board.
- 8) Ensuring the compilation of the annual report of the Centre.
- 9) Submitting the annual financial, progress and evaluation reports a required to
  - The Board
  - The Council through the Vice Chancellor
  - The donors or any other agency through the Vice Chancellor

- 10) Submitting an activity report of the Centre to the Board every six months.
- 11) Representing the Centre at the Senate of the University of Colombo if the latter body requires the presence of the Director in any discussion of any matter pertaining to the Centre.
- 12) Coordinate with other officers of the Centre to ensure the efficient functioning of the Centre and
- 13) Carry out all the functions and activities entrusted to him or her by the Board and Committee and those which are consequential to or incidental to the powers, functions and duties of the Centre.

The selected candidate would be required to perform the duties and functions pertaining to the post of Director of Studies in addition to his/her normal duties as a teacher.

The term of office of the Director is three years from the date of appointment.

Self-prepared application should be forwarded to the Deputy Registrar/Faculty of Arts **on or before 21-12-2022** through the Head of the Department to which the applicant is attached.

**Senior Professor Lasantha Manawadu**  
Dean/ Faculty of Arts

2022. 12. 12