

## NOTICE

### **POST OF DIRECTOR/FOUNDATION ACADEMIC UNIT**

**(on Part time basis)**

### **THE OPEN UNIVERSITY OF SRI LANKA**

Applications are invited from the **Permanent Academic Staff Members** of the category of Senior Lecturer Grade II and above for the Post of Director/Foundation Academic Unit of the Open University of Sri Lanka. The closing date for receipt of applications will be on **06.09.2021**

#### **The Duties, Functions and Responsibilities of the Director/Foundation Academic Unit are as follows:**

1. The overall academic and administrative management of the Foundation Unit in accordance with guidelines and rules and regulations laid down by the University.
2. The maintenance of inventories and documents of all equipment received and disposed off.
3. Convening of meetings of the Board of Management.
4. Submitting an activity report of the Foundation Unit to the Board every six months
5. Representing the Foundation Unit in the Senate of the OUSL and any other function necessary for the effective functioning of the Unit as recommended or delegated by the Vice-Chancellor.
6. Ensure that the Academic Committees of each course shall meet at least once a month or when and where necessary.

#### **Conditions**

- The appointment will be made for a period of three years.
- The appointee shall be eligible for re-appointment for a maximum of two consecutive terms.
- An honorarium shall be paid to the Director as per the financial regulations of the OUSL.
- The appointee will be required to carry out teaching functions in addition to his/her duties as Director/Foundation Academic Unit.

#### **How to apply:**

Applications giving full Name, Address, Date of Birth and Age, Educational & Professional Qualifications, Experience and any other details and a brief account of what the applicant proposes to achieve if appointed to the post of Director/Foundation Academic Unit, should be forwarded through the Head of the Division/Department and Dean of the Faculty to reach the Senior Assistant Registrar/Academic Establishment on or before **06.09.2021**.



**Registrar**

**18<sup>th</sup> August 2021.**