



NOTICE

POST OF DIRECTOR/ CENTER FOR INFORMATION TECHNOLOGY EDUCATION SERVICES (CITES)

THE OPEN UNIVERSITY OF SRI LANKA

Applications are invited from the **Permanent Academic Staff Members (Internal Staff only)** of the category of Senior Lecturer Grade II or above who has a vision and a keen interest in the area of Computing for the Post of Director/ Center for Information Technology Education Services (CITES) of the Open University of Sri Lanka. The closing date for receipt of applications will be **12.01.2024**.

The Duties, Functions and Responsibilities of the Director/ Center for Information Technology Education Services (CITES) is as follows:

- (a) The overall academic and administrative management of the CITES in accordance with guidelines and rules and regulations laid down by the University.
- (b) The maintenance of inventories and documents of all equipment received and disposed of
- (c) The convening of meetings of the Board of Management or any other bodies set up under Clause 2.4.
- (d) Submitting an activity report of the CITES to relevant Faculty Boards every three months.
- (e) Appointing visiting staff (visiting academics, online tutors/course tutors etc.) for the delivery of the courses in a study programme.
- (f) Representing the CITES in the Senate of the OUSL on invitation and
- (g) Performing duties as given in Schedule 1 or any other function deemed necessary for the effective operation of the CITES.

Salary: The appointee will be paid an allowance of 25% of the basic salary per month in addition to his/her normal emoluments.

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/ Center for Information Technology Education Services (CITES), should be forwarded through the Head of the Division/Department and Dean of the Faculty to reach the Deputy Registrar/Academic Establishment on or before **12.01.2024**.


Registrar