



## NOTICE

### **POST OF DIRECTOR / [PART TIME] THE UNIVERSITY OF PERADENIYA PRESS, UNIVERSITY OF PERADENIYA**

Applications are invited from Senior Academic Staff Members (Senior Lecturer Grade II or above) of the University of Peradeniya for the above post at the University of Peradeniya Press.

The appointment will be for a period of three years and the Director will have to serve the University of Peradeniya Press a minimum of 15 hours per week and report to the Vice-Chancellor.

Self made applications along with an updated CV and one page statement on how you would contribute towards the advancement of the University of Peradeniya Press should be submitted to the Vice Chancellor on or before **16<sup>th</sup> November 2022**.

The duties and functions to be performed by the Director are given in the annexure.

Please note that applications submitted after the deadline will not be considered.

A handwritten signature in blue ink, appearing to be 'A. S. S.', written over a horizontal line.

**VICE-CHANCELLOR  
UNIVERSITY OF PERADENIYA**

**The Director shall be responsible for performing the following duties under the direction of supervision of the Board of Management.**

- Academic, general and financial administration of the Unit,
- Maintaining all required official records,
- Conduction monthly control exercises on the implementation of the plan,
- Analyzing the results of printing activity,
- Based on control making annual reports and submitting them to the Council of the University,
- Propositions measures for the improve university's improvement and more effective editing and printing/publication activities for various external grants,
- Preparing annual activity plans and printing and publication projects,
- Initiating collaboration with private printing companies for printing/publication purposes,
- Submitting all reports required by the Board of Management,
- Formulate faculty - level publication committees to regularize the printing/publication needs of the university,
- Developing and submitting funding proposals to the Board of Management,
- Receiving from the authors of the manuscript,
- Making editing, layout, design of publications,
- Drawing the author of the manuscript to proofreading,
- Performing a full cycle of works on the registration of publications, which are preparing for printing,
- Preparation of a model for printing/publication or submission to a printing company,
- Receiving printed copies and distributing them in accordance with the approved documents,
- Performing any other appropriate duty/function relevant to the printing assigned by the Board of Management.