



# NOTICE

## Post of Coordinator/Learning Resources Centre for Distance & Continuing Education (CDCE) University of Peradeniya

Applications are invited from Senior Academic Staff Members (Senior Lecturer Grade II or above) of this University with experience in teaching, training, examination and administration, to fill the above vacancy.

In addition to the above, the candidate should be able to work as a member of a team. The Coordinator will plan and organize the programmes in the respective areas in consultation with the Director/CDCE. The Coordinator Learning Resources is also expected to assist the Director to achieve the objectives of the CDCE in the respective areas.

### Duties and Functions of the Coordinator Learning Resources

The Division of Learning Resources is responsible for designing, preparing and placing on-line or print form of the instructional material as learning resources for registered students. The Coordinator functions under the guidance and direction of the Director/CDCE and the Boards of Study shall operate through the Subject Groups, Course Coordinators and Module Coordinators and facilitate the preparation of course materials both in electronic and print modes. He/She will be responsible for managing the Learning Resource Centres within the CDCE and periphery.

The Coordinator should serve the CDCE a minimum of 15 hours per week and the position carries an allowance of 20% of the basic salary. The appointment will be for a period of three years.

A Self made application along with an updated Curriculum Vitae and one page statement of how you would contribute towards the advancement of the CDCE should be submitted to the undersigned through the proper channel on or before **23<sup>rd</sup> December, 2022**.

Please note that applications submitted after the deadline will be rejected.

A handwritten signature in black ink, appearing to be 'H. S. Jayasinghe'.

**VICE-CHANCELLOR  
UNIVERSITY OF PERADENIYA**