

NOTICE

POST OF DIRECTOR/ STUDENT WELFARE 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 and above for the Post of Director/Student Welfare of the Open University of Sri Lanka. The closing date for receipt of applications will be on **26.07.2022**.

The Terms of reference of the Director/ Student Welfare is as follows:

- a. Create awareness about University Student Charter and promote students to comply with norms, rules and regulations – design and implement awareness programmes and activities to improve students conduct and behavior our and their compliance with university norms, rules and regulations.
- b. Entertain any complaints/problems/grievances from students as regard to food and lodging, and financial, educational and health matters and provide assistance to needy students in liaison with relevant divisions/ units.
- c. Coordinate the activities related to Bursary, Mahapola and other students' support schemes, and recommend to the Board of Welfare for approval.
- d. Assist the wardens and sub- wardens in hall management (including allocating hostel accommodation) and optimizing the utilization of Temporary Residential Facility (TRF) and other facilities, and ensuring high standards of student accommodation and cafeteria services.
- e. Coordinate student counseling services through the Faculty level student counselors.
- f. Facilitate management of center/ divisions and common amenities – such as play grounds, student center, health center, etc.
- g. Facilitate planning and implementation of social, cultural, literacy and sports programmes in liaison with relevant divisions/council/societies (eg. Physical education division, music society, dramatic society, film society, literacy society, etc.) to promote cultural pursuits, aesthetic talent, values, taste, and creativity, social interaction, and greater harmony and cohesion among student and staff communities.
- h. Collect, collate and disseminate all relevant information to students.
- i. Liaise among stakeholders – students, academic staff, administrative and supportive staff and public.
- j. Promote interacting among students, staff and community and thereby promote greater harmony and cohesion within and between university and community.

k. Liaise and coordinate university and faculty level activities relating to holding public awareness programmes and exhibitions at regional and national level.

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/ Student Welfare, 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 **26.07.2022**.



Registrar

12th July 2022