



# **POST OF COORDINATOR OF THE EXTENSION COURSES IN ENGLISH**

**(On Assignment Basis)**

**Department of English  
University of Colombo**

**Responsibilities include:**

Student registration and placement, administration of all Extension Courses in English, organizing examinations and award ceremonies, preparing budgets, liaising with officers of the University administration.

**Qualifications** : A first degree with English as a subject,

**OR**

A recognized Diploma in the English Language

**AND**

At least three years administrative experience in coordinating educational programmes.

**Age** : Below 60 years at time of application.

**Closing Date** : 21.11.2022

**(No telephone inquiries please)**

**The Coordinator will be required to work on Saturdays and Sundays.**

Remuneration will include EPF/ETF contributions.

**Applications should be forwarded to : Head, Dept. of English,  
University of Colombo  
Colombo 3**

**Registrar  
University of Colombo**