



## UNIVERSITY OF COLOMBO

### CENTER FOR ENVIRONMENTAL INITIATIVES (CEI)

#### **POST OF DIRECTOR**

**(No. of Vacancies – 01)**

This is a part-time position, for a period of three years.

#### **QUALIFICATIONS AND EXPERIENCES:**

- Applications are invited for the above position from the qualified permanent members of the academic staff of the University of Colombo holding a post of **Senior Lecturer or above**, preferably with academic training and proven interest in the field of environmental sciences.

Please send your self-prepared application (with a cover letter addressed to the Vice-Chancellor) along with the certified copies of relevant certificates (educational, professional, experience, etc.) by hand to the **Deputy Registrar/ Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03** through the respective Head of the Department and the Dean of the Faculty as per the directives given in the University of Colombo Circular No. 70 dated 14.09.2020 ([https://drive.google.com/file/d/1QbuHh\\_1dKVendOkEM3Xib\\_O2msG6muYF/view](https://drive.google.com/file/d/1QbuHh_1dKVendOkEM3Xib_O2msG6muYF/view)) on or before **18-12-2023**, emailing the copy of the application to the [recruit.temp@ace.cmb.ac.lk](mailto:recruit.temp@ace.cmb.ac.lk).

The Post applied should be indicated on the top left-hand corner of the envelope or in the subject line of the e-mail.

Please visit the university website (<https://cmb.ac.lk/>) to download the Terms of References of the Post of the Director.

**Applications received after the closing date will not be considered. Incomplete applications will be rejected.**

**Vice-Chancellor**

University of Colombo

94, Cumaratunga Munidasa Mawatha, Colombo 3.

04 December 2023

**Terms of Reference for the Director**  
**Center for Environmental Initiatives (CEI)**  
**University of Colombo**

The Director position at Center for Environmental Initiatives (CEI), University of Colombo, Sri Lanka is a position for a period of three years. The following include the specific tasks/responsibilities of the selected individual:

- The Director shall be the chief administrative officer of the Center. He/ She shall ensure the efficient functioning and shall be responsible and answerable to the Board and the Committee for all the affairs of the Center including his/her actions and inactions.
- Preside over all the meetings of the Center.
- Prepare and present the annual plan of activities and functions for the approval of the Management Committee and the Board of Management.
- Present annual accounts to the Management Committee and the Board of Management.
- Decision making on the projects and events organized by the CEI.
- Prepare and present progress reports of activities and functions when necessary or asked for by the Board of Management.
- Coordinate with other officers of the Center to ensure the efficient functioning and guide and advice Environmental Officer on the activities conducted by the CEI