



VICE-CHANCELLOR'S OFFICE
University of Ruhuna
Wellamadama, Matara 81000, SRI LANKA



Prof. Susirith Mendis MBBS, PhD
Vice-Chancellor & Senior Professor of Physiology

5th February 2013

To : All Academic Staff of Senior Lecturer Grade I and above

**CALLING FOR APPLICATIONS FOR THE POST OF
DEPUTY VICE-CHANCELLOR, UNIVERSITY OF RUHUNA**

The term of office of the incumbent Deputy Vice-Chancellor will expire on 22.04.2013. Therefore, applications will be entertained from permanent academic staff of the University for the Post of Deputy Vice-Chancellor as per the Ordinance No. 1995-4, pertaining to appointment of Deputy Vice-Chancellor.

The post of Deputy Vice-Chancellor is a full time position. The successful applicant will work together with the Vice-Chancellor under his directions, instructions and guidance. He/She will be principally assisting the Vice-Chancellor in managing students' affairs of the university.

The major duties and functions of the Deputy Vice-Chancellor are as follows :

1. To develop and execute comprehensive programmes to improve the welfare facilities of students based on the human and physical resources available at the University.
2. To ensure that students' hostels and students' canteens are managed and maintained properly with the assistance of the Wardens, Sub Wardens, Assistant Registrar/Student Affairs, Public Health Inspectors, and other relevant officers.
3. To ensure that Mahapola payments are made in time by the relevant authorities.
4. To closely liaise with the Proctor, Deputy Proctors, Senior Student Counselor and Student Counselors and develop and conduct necessary programmes for counseling of students and maintenance of student discipline.
5. To develop and implement suitable programmes of activities together with relevant staff and institutions in promoting the engagement of students in extra-curricular activities and fostering their intellectual and spiritual development.
6. To assist, improve and strengthen the programmes conducted by student unions, societies, circles and clubs etc. ensuring that office bearers bear responsibilities entrusted to them.
7. To initiate any other student related activities that you may deem important in fostering a harmonious university environment.

Thus the Post of the Deputy Vice-Chancellor will be quite challenging, but it will be exciting and rewarding for the right person. If you have necessary skills and competencies, please send in an application along with curriculum vitae to reach this office on or **before 28th February, 2013.**

Prof. Susirith Mendis
Vice-Chancellor

Copies : All Deans
Registrar