



UNIVERSITY OF RUHUNA

VACANCIES

DIRECTOR (PART TIME/FULL TIME) – CENTRE FOR QUALITY ASSURANCE UNIVERSITY OF RUHUNA


Applications are invited from suitably qualified candidates within the University system for the post of Director (part time/full time) of the Centre for Quality Assurance, University of Ruhuna up to **04.04.2022**.

The Candidates should be Senior Academics/Professors with significant experience in administration (at least three years), with experience in Quality Assurance processes. Candidates also should have a thorough knowledge of the external review process.

APPLICATION FORMS AND OTHER DETAILS:

- The Quality Assurance Unit is under the purview of the Vice Chancellor.
- This appointment is for three years, with the concurrence of the UGC and is eligible for one more term of three years.
- The Director CQA should be free from other administrative responsibilities to implement QA processes effectively.
- Please refer to the university website for the Terms and References of the post (Annex 1), (www.ruh.ac.lk), and for further details can be obtained from Web of the University Grants Commission. (www.ugc.ac.lk) (UGC Commission Circulars No. 04/2015 and 09/2019).
- Application, Personal Statement and copies of all relevant certificates should be submitted by email to the email address of **recruitment_ruh@admin.ruh.ac.lk** (You will receive a reply when you submit your application successfully)
- You can download further information and application from the university web site, **www.ruh.ac.lk up to 04.04.2022**.
- If you face any difficulty in submitting your application via email; applications could be sent by registered post to reach the Vice-Chancellor, University of Ruhuna.
- Applicants outside the University of Ruhuna should channel their applications with the recommendation of the Heads of their respective Institutions, using form 'A' and attaching the scan copy of the same.
- Applicants from University of Ruhuna should be sent applications through the respective Head of the Department and Dean of the Faculty.

- Salary: According to the provisions of salary entitlements of the UGC circulars for the post of Director/CQA.(part time/full time basis).
- Please send the completed application with the Curriculum Vitae and personal statement to reach the Vice Chancellor's Office on or before **04.04.2022**.
- Applications received after the closing date and incomplete applications and applications not submitted in the prescribed format of the University of Ruhuna will be rejected without intimation.



21/3/22

Professor Sujeewa Amarasena
Vice Chancellor (21.03.2022)

Attached: Annex 1

B. Terms of Reference

The responsibilities of the Director, CQA should include the following:

1. Develop regulations for the CQA and obtain approval from the University Council for the same
 2. Prepare operational guidelines for the CQA in accordance with the general guidelines developed by QAC of the UGC, and customized for the university's governance structure / organogram and specific implementation arrangement.
 3. Develop a 3-year Strategic Plan for the CQA; obtain approval from the University Senate and Council and concurrence of the QAC of the UGC, before implementation.
- 3
4. Develop the annual work plan for the CQA and obtain approval from the University Senate and Council at the commencement of each calendar year.
 5. Develop the annual budget for QA activities in the university along with the university's annual budget estimates submitted to the Treasury, and obtain Finance Committee and Council approval
 6. Ensure that the CQA is established on the university website and details are updated regularly
 7. Report regularly on QA activities and progress to the University Senate and Council
 8. Circulate notices of QA activities in the university to the university community and other universities
 9. Conduct University and Faculty level awareness programs on QA
 10. Initiate and support preparation of SER for Institutional Reviews
 11. Motivate and support study programs to prepare SERs for Program Reviews
 12. Provide necessary training and workshop for Self-Assessment Report (SER) preparation
 13. Motivate and support academic staff to showcase best practices in QA.
 14. Develop relationships and liaise with international agencies and universities on QA activities.
 15. Support academic staff in the process of preparing proposals for the conduct of new degree programmes, and ensure that applications submitted to the UGC for approval in this regard are compliant with the Sri Lanka Qualifications Framework
 16. Report on university QA activities at the UGC Standing Committee on QA
 17. Submit an annual report of the CQA to the QAC of the UGC
 18. Convene and facilitate all meetings of the CQA and FQACs
 19. Assist manual preparation on QA aspects in Faculties
 20. Make available to all staff and external stakeholders the results of external and internal reviews, including student surveys



UNIVERSITY OF RUHUNA

SRI LANKA

APPLICATION FOR THE POST OF DIRECTOR/CENTRE FOR QUALITY ASSURANCE

(FULL TIME/PART TIME)

IMPORTANT: PLEASE FILL ALL THE BLANKS

1. (i). Name in Full:								
(ii) Name with initials:								
(iii) Gender:	<input type="checkbox"/> Female <input type="checkbox"/> Male							
2. Whether you applied for the post on a full-time basis or part-time basis:								
Full-time	<input type="checkbox"/> Part-time <input checked="" type="checkbox"/>							
3. (i) Postal Address (Any change should be communicated immediately) :								
(ii) Contact Phone Numbers:								
Mobile:	Residence: Office:							
(iii) Email address:								
4.								
5. Date of Birth and Age:	<table border="1"><tr><td>D</td><td>M</td><td>Y</td><td>/</td><td>/</td><td>/</td><td>/</td></tr></table>	D	M	Y	/	/	/	/
D	M	Y	/	/	/	/		
Age:	<table border="1"><tr><td>7</td><td>6</td></tr></table>	7	6					
7	6							
6. Civil Status :								
7. (i) Whether citizen of Sri Lanka:								
By Descent	<input type="checkbox"/> By Registration <input type="checkbox"/>							
(ii) National Identity Card No:								
(iii) Passport No:								

8. University Education: (Please attach copies of all certificates).

Degree and Name of the University	From	To	Field of study		Effective Date of the Degree

9. Postgraduate Qualifications: (State whether by course work or research, duration and effective date. Please attach copies of all relevant certificates)

10. Academic Distinctions, Scholarships, Medals, Prizes etc. (Indicate the Institution from which such awards have been awarded.)

11. Professional qualifications obtained (for the post of Director/CQA)

12. Service Experience in the field of University Quality Assurance Systems:

13. Research Publications: (If space is insufficient, please use ATTACHEMENT 1)

(i) Books

No.	Name of the Book	Date of Publication	Author	ISBN No.
i.				
ii.				
iii.				

- **PLEASE CONSIDER THAT ALL RESEARCH PUBLICATIONS ARE CHECKED FOR FAKE JOURNALS.**

(ii) Abstracts

No.	Title of Articles	Author	Source and date of publication
i.			
ii.			
iii.			

(iii) Journals

No.	Title of Articles	Author	Source and year of publication
i.			
ii.			
iii.			

14. Proficiency in Languages: Highest Examination passed in

Sinhala:

Tamil:

English:

15. (i) Present occupation & Salary drawn (give details and period)

(ii) Previous Employments (if any, with dates and periods) – in the case of Medical/Dental/Veterinary Sciences, please indicate the date of commencement of formal practice as a professional)

Designation	Department/Institution	From	To	Reasons for leaving

16. Commendations/Punishments, if any during your career in the University/Educational Institution:

17. Extra-Curricular Activities (University, National & International level)

18. Any other relevant particulars (not included above):

Note : Please submit your CV and personal statement along with the application

19. Names and Addresses of two non-related referees:

Name and addresses	Telephone No. & E-mail
01.	
02.	

20. In the event of being selected please indicate the latest date on which you would be able to assume duties:

FORM A

21. Do you have close relatives in employment at University of Ruhuna. If yes, please indicate favour accordingly:

Name :

Relationship:

(i)

(ii)

(iii)

22. I hereby certify that the particulars submitted by me in this application are true and accurate. I am aware that if any of these particulars are found to be false or inaccurate, I am liable to be disqualified before selection and to be dismissed without any compensation if the inaccuracy is detected after appointment.

Date:

Signature of Applicant:.....

Note: submit your application according to the detailed requirements indicated in the web site www.ruh.ac.lk

TO BE COMPLETED BY THE HEAD OF THE DEPARTMENT WHERE APPLICABLE:

Vice Chancellor
University of Ruhuna

The application is forwarded. Please note that if selected, action will be taken to release/not release him/her from service.

Date:

Signature of Head of the Department:.....
(with Official frank)

Date:

Signature of Head of Institution:
(with Official frank)