



The Open University of Sri Lanka POST OF VICE-CHANCELLOR

The Council of the Open University of Sri Lanka acting in terms of Section 34 of the Universities Act No. 16 of 1978 and subsequent amendments, invites applications/nominations from suitably qualified and experienced persons to manage and lead the University as Vice-Chancellor. The Appointment is for a period of three years or until the applicant completes his/her 65th year, whichever event occurs earlier.

The Vice-Chancellor is the principal executive officer and the academic head of the University. He/She is also the ex-officio Chairman of the University, its Council and Senate. The successful candidate is responsible for providing academic leadership, formulating, introducing and carrying out a streamlined management policy. The applicant/nominee should maintain transparency and accountability in the management of the affairs of the University. The applicant/nominee is also responsible for the implementation of the decisions of the Council, for the maintenance of discipline within the University and for its general administration.

The Vice-Chancellor should be committed to maintaining academic excellence and should possess an understanding of the needs of the students and the staff. The applicant should therefore, be a person of high calibre with a record of outstanding achievement, excellent communication skills and an ability to develop the diverse interests of the students and staff. The applicant/nominee should also exhibit an understanding of the mission of the Open University, including its obligations to the local community.

The Vice-Chancellor is eligible to receive the highest academic salary and an entertainment allowance of 10% of the salary.

The following documents should accompany applications/nominations and the applicant/nominee may be required to present formally or informally his/her vision for the University to the University Council.

- (i) A copy of the curriculum vitae of the nominee/applicant.
- (ii) A personal statement of vision for the development of the Open University and a brief account of what the applicant/nominee proposes to achieve if appointed to the post of Vice-Chancellor.
- (iii) A letter of consent from the nominee in case of nomination,
- (iv) A letter from the employer indicating whether the applicant/nominee could be released in the event of his/her appointment to the post (This will apply to applicants/nominees from Higher Educational institutions other than the Open University of Sri Lanka, the Public Service, Corporations and Statutory Bodies)

Applications/Nominations should be addressed to **Mr. A L Joufer Sadique, Secretary to the Council, Office of the Registrar, The Open University of Sri Lanka, Nawala, Nugegoda**, and sent under confidential registered cover or hand delivered to reach the above office on or before **3.00 p.m. 29th December 2008**.

As per the decision of the University Council, the identification and ranking of the three eligible candidates from the applicants/nominees, to be forwarded to the University Grants Commission for consideration for appointment would be done by the University Council as prescribed in the relevant Circular.

The envelope containing the application/nomination must be marked "Post of Vice-Chancellor" on its top left hand corner.

The successful candidate should be prepared to assume office on 23.05.2009.

A L Joufer Sadique
Registrar and Secretary to the Council
The Open University of Sri Lanka, Nawala, Nugegoda.
01st December, 2008



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Permanent English Lecturer

He/She should have a degree relevant to English Language from a recognised University and a flair to teach English Language for Kids and Adults. Experience in preparing teaching materials for students is essential.

Visiting English Lecturer

He/She should have experience in teaching English Language preferably in a school and possess good educational qualifications as well.

Visiting Lecturer - CIMA / CIM / Banking (CBF/DBF)

Assistant Marketing Manager

Age 25-35, Experience in marketing, Outgoing personality, Ability to work independently, Should be a target oriented person.

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Should have an excellent command of English, A/L or CIM / SLIM fully or partly qualified

Accounts Clerk

Knowledge in double entry book keeping and should be computer literate. Fluent in English. Preference will be given to those reside close to Negombo.

Remuneration : An attractive remuneration package in keeping with educational sector will be offered to the right candidate.

AG
Campus

02nd Cross Street, Negombo
Tel : 031 222 7970 - 031 222 0380
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Issued on: 04/12/2008

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Cash Operations

Responsibilities will include processing of all products in the department and to efficiently assist the Head of Cash Operations in handling and managing activities pertaining to the department.

The Candidate

The successful candidate will:

- Be less than 35 years of age
- Have professional qualifications in banking / finance or a related field
- Possess a sound overall knowledge of customer service products (account opening, remittances, drafts, cash and clearing) and relevant local regulations (exchange control).
- Have minimum of five years' experience in handling customer services products
- Be an excellent team player, a dynamic self starter with impressive communication skills, problem solving skills, the ability to multi-task, work under pressure and the ability to work independently.
- Have effective leadership and management skills and strong interpersonal skills
- Familiarity with IT applications, particularly experience in Windows and Excel would be an added advantage.

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Applicants may send their resume, including two non-related referees, by 15th December 2008 to:

Head, Human Resources
Deutsche Bank AG
Colombo Branch
86, Galle Road
Colombo 03.

All applications will be treated in strict confidence. Only short listed candidates will be notified.

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