



# INSTITUTE OF HUMAN RESOURCE ADVANCEMENT

University of Colombo

## POST OF DIRECTOR

The Academic Syndicate of the Institute of Human Resource Advancement (IHRA), as per Section 8 (i) of the Institute of Human Resource Advancement Ordinance No. 01 of 2006 (amendments to Institute of Workers' Education Ordinance No. 11 of 1979), acting in terms of Section 24 A(I) of the Universities Act No. 16 of 1978 and subsequent amendments, invites Applications/ Nominations for the Post of the Director, Institute of Human Resource Advancement, University of Colombo.

The applicants/nominees should be citizens of Sri Lanka and should be less than 63 years of age. The successful applicant/nominee will hold the office for a period of three years from the date of appointment or until he/she completes his/her 65th year, whichever occurs earlier. The IHRA is an Institute affiliated to the University of Colombo approved by the University Grants Commission to conduct programs leading to Degrees, Diplomas, and Certificates. It currently offers Postgraduate and Undergraduate degrees that are awarded by the University of Colombo, and conducts a range of Diploma and Certificate Programmes. The IHRA student population mainly comprises of those who are currently employed in public and private sector organizations. It engages in research and consultancy services as well.

The Director is a full time Officer of the Institute and is the Academic and Administrative Head. He/She is also the Accounting Officer of the Institute, an ex-officio member and the Chairman of the Academic Syndicate, which is the governing body of the Institute. It shall be the duty of the Director to maintain transparency and accountability and will be responsible for providing academic leadership. The Director is also responsible for the maintenance of discipline within the Institute. He/She should possess an understanding of the needs of clients and staff of the institute, and should be able to generate funds, and develop University-Institute and industry collaborations as well as international relationship on academic affairs.

The Director shall be a person with a vision to achieve goals of the Institute through his/her intellectual as well as managerial brilliance. The applicant /nominee is expected to be a person of high academic caliber and integrity with a record of excellent research publication profile, proven leadership qualities with high level of interpersonal skills, and should have a clear understanding of policy issues.

The Director will receive a salary of a Professor and other allowances applicable to the Post.

The following documents should accompany applications/nominations:

- (i) A complete Curriculum Vitae of the applicant/nominee including date of birth. (a certified copy of the Birth Certificate must be attached)
- (ii) A statement of vision for the development of the Institute
- (iii) A brief account of what he/ she proposes to achieve, if appointed to the Post of Director
- (iv) A letter of consent from the nominee, in case of nominations
- (v) A letter from the employer indicating whether the applicant /nominee could be released in the event of his/her appointment to the post in the case of an applicant/nominee serving in Public Sector, Corporations, Statutory Bodies and Higher Educational Institutions other than the Institute of Human Resource Advancement.

The process of Selection will be made in terms of instructions given in the UGC Circular No. 7/2020 dated 11<sup>th</sup> September 2020. (The Circular can be downloaded from [www.ugc.ac.lk](http://www.ugc.ac.lk)). Applications/nominations should be in a sealed cover/envelope addressed to the Secretary to the Academic Syndicate, No: 275, Institute of Human Resource Advancement, Baudhaloka Mawatha, Colombo - 07 and either delivered or sent under Registered cover to reach the above office on or before **3.00 p.m. on 06<sup>th</sup> November 2020**. The envelope containing the application/nomination must be marked 'Post of Director' on its top left-hand corner.

Applications/nominations received after the closing date will not be entertained.

**Secretary to the Academic Syndicate  
Institute of Human Resource Advancement  
University of Colombo**

**16<sup>th</sup> October 2020**