



POST OF COORDINATOR OF THE EXTENSION COURSES IN ENGLISH

(On Assignment Basis)

**Department of English
University of Colombo**

Responsibilities include:

Student registration and placement, administration of all Extension Courses in English, organizing examinations and award ceremonies, preparing budgets, liaising with officers of the University administration.

Qualifications : A first degree with English as a subject,

OR

A recognized Diploma in the English Language

AND

At least three years administrative experience in coordinating educational programmes.

Age : Below 60 years at time of application.

Closing Date : 21.11.2022

(No telephone inquiries please)

The Coordinator will be required to work on Saturdays and Sundays.

Remuneration will include EPF/ETF contributions.

**Applications should be forwarded to : Head, Dept. of English,
University of Colombo
Colombo 3**

**Registrar
University of Colombo**