



## UNIVERSITY OF COLOMBO

### POST OF DIRECTOR

### CAREER GUIDANCE UNIT (CGU)

The Career Guidance Unit of the University of Colombo was created in November 1997, through the initiative of the University Grants Commission (UGC), Sri Lanka.

#### (No. of Vacancies – 01)

Applications are invited from the permanent members of the Academic Staff of the University of Colombo for the Post of Director, Career Guidance Unit. This is a part-time position, initially for a period of one year with a view of extending it for a maximum of another two years.

#### QUALIFICATIONS AND EXPERIENCES:

- A Degree from a recognized University with First Class or Second Class Honors.

#### OR

- A postgraduate degree with relevant experience in the field of Human Resource Development and/ or Career Guidance and Counselling.

#### AND

- At least (10) years work experience after Graduation.

Please send your self-prepared application (with a covering letter addressed to the Vice-Chancellor) along with the certified copies of relevant certificates (educational, professional, experience, etc.) by hand to the **Assistant Registrar/ Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03** through the respective Head of the Department and the Dean of the Faculty as per the directives given in the University of Colombo Circular No. 70 dated 14.09.2020 ([https://drive.google.com/file/d/1QbuHh\\_1dKVendOkEM3Xib\\_O2msG6muYF/view](https://drive.google.com/file/d/1QbuHh_1dKVendOkEM3Xib_O2msG6muYF/view)) on or before **02-02-2024**, emailing the copy of the application to the [recruit.temp@ace.cmb.ac.lk](mailto:recruit.temp@ace.cmb.ac.lk). The Post applied should be indicated on the top left-hand corner of the envelope.

Please visit the university website ( <https://cmb.ac.lk/>) to download the Terms of References of the Post of the Director.

**Applications received after the closing date will not be considered. Incomplete applications will be rejected.**

#### Vice-Chancellor

University of Colombo  
94, Cumaratunga Munidasa Mawatha, Colombo 3.

19 January 2024

## **Terms of Reference for the Director – Career Guidance Unit (CGU), University of Colombo**

The Director position at Career Guidance Unit (CGU), University of Colombo, Sri Lanka is a position based on 1-year contract period with a view of extending it for a maximum another two years. The following include the specific tasks/ responsibilities of the selected individual:

- i. To raise the employment prospects of all graduates of the University of Colombo by making students aware of the current job market and help them to discover possible career paths from their first year.
- ii. To conduct capacity building sessions among the undergraduates of the University of Colombo to develop soft skills that are needed for today's job market.
- iii. To provide data on the destinations of graduates and to maintain mutually beneficial links with private and public sector organizations and alumni of the University of Colombo who are presently employed in various external organizations
- iv. To create a comprehensive database containing.
  - a. An up-to date listing of the jobs available in both the private and the public sector.
  - b. Details of undergraduates who are seeking employment.
- v. Any other work related to career guidance you may be requested to undertake by the Vice Chancellor.