



# VACANCY

## POST OF COURSE COORDINATOR

Applications are called for the position of Course Coordinator for the Certificate Course in Counselling and Basic Psychological Skills conducted by the Department of Psychology, Faculty of Arts, University of Peradeniya.

### PERSON SPECIFICATION

- A Bachelor of Arts Special Degree in Psychology
- Excellent interpersonal skills and organizational skills
- Certificate in Psychology & Basic Counselling Skills

### DUTIES AND RESPONSIBILITIES

The successful candidate will be responsible for,

- All logistical concerns of the course including selection of venues, lecture allocation, exam and course time tables.
- Coordinating student applications, registration, attendance, examinations, results and certification.
- Communication with and managing resource persons
- Participating and organizing meetings when necessary
- Contributing to the development and sustainability of the Course.

### REMUNERATION

The Course Coordinator will be paid 48,587.00 SLR per month. This includes the basic salary, plus EPF and ETF.

### WORK-DAYS AND LEAVE ENTITLEMENT

The Course Coordinator is expected to be at work five days a week, including Saturday. You are entitled to two days of leave per month.

### HOW TO APPLY

Please forward a CV to [ccppera2016@gmail.com](mailto:ccppera2016@gmail.com) or send through register post to Academic Course Coordinator (CCP), Department of Psychology, Faculty of Arts, University of Peradeniya on or before 12<sup>th</sup> of August, 2018. An interview will be conducted on 14<sup>th</sup> of August at 10.00 am at the Department of Psychology.