



VACANCY

POST OF COURSE COORDINATOR

Applications are called for the position of Course Coordinator for

- **The Certificate Course in Psychology and basic Counseling Skills**

Conducted by the Department of Psychology, Faculty of Arts, University of Peradeniya.

PERSON SPECIFICATION

- A Bachelor of Arts Special Degree in Psychology or a relevant field (Second Class Upper Division or above)
- Excellent English language skills (ability to work in Sinhala and/or Tamil would be an added advantage)
- Strong communication and negotiation skills
- Demonstrated ability in proposal writing
- Strong financial management skills
- Excellent interpersonal and organizational skills
- Ability to work independently
- Ability to teach Psychology

DUTIES AND RESPONSIBILITIES

The successful candidate will be responsible for :

- Handling all logistical aspects of the course, including selecting venues, allocating lectures, and preparing examination and course time tables
- Coordinating student applications, registrations, attendance, examinations, results, and certification
- Communicating with and managing internal and external resource persons
- Organizing and participating in meetings as necessary
- Contributing to the development and sustainability of the courses
- Supporting the development of new courses and programs to be delivered by the Department of Psychology
- Liaising with faculty and/or university administration

REMUNERATION

The Course Coordinator will be paid 56,517.00 SLR per month. This includes the basic salary. EPF and ETF contributions will be made

WORK-DAYS AND LEAVE ENTITLEMENT

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

HOW TO APPLY

Please forward your CV to herathpk@gs.pdn.ac.lk or dr@arts.pdn.ac.lk, addressed to the Deputy Registrar, Faculty of Arts, University of Peradeniya on or before the **31st of July, 2025**. An interview is expected to be held during the Second week of August.