



POST OF PART TIME COURSE COORDINATOR-TAMIL MEDIUM

Applications are called for the position of Part-time Course Coordinator- Tamil medium, Certificate Course in Psychology and Basic Counselling Skills conducted by the Department of Psychology, Faculty of Arts, University of Peradeniya

PERSON SPECIFICATION

A successful candidate should possess

- A Bachelor of Arts Special Degree in Psychology or a related discipline
- Certificate Course in Psychology & Basic Counselling Skills
- Proficiency in Tamil and English
- Excellent interpersonal skills and organizational skills
- Proficiency in Sinhala would be an added advantage

DUTIES AND RESPONSIBILITIES

The Part Time Coordinator will be responsible for:

- All logistic concerns of the course including selection of venues, lecture allocation, exam and course time tables.
- Coordinating of student applications, registration, attendance, examination and certification.
- Communication with and managing resource persons.
- Contributing to the development and sustainability of the Course.
- Translation of official documents related to the course from English to Tamil

REMUNERATION

The Course Coordinator will be paid 28,000.00 SLR per month. This includes the basic salary, plus EPF and EFT.

WORK-DAYS AND LEAVE ENTITLEMENT

The Part Time Course Coordinator is expected to be at work two days a week, including Saturday.

HOW TO APPLY

Please forward a CV to ccppera2016@gmail.com or send through registered post to Academic Course Coordinator (CCP), Department of Psychology, Faculty of Arts, University of Peradeniya on or before 07th April 2024