



UNIVERSITY OF SRI JAYEWARDENEPURA
FACULTY OF MANAGEMENT STUDIES AND COMMERCE (FMSC)
POSTGRADUATE CENTRE FOR BUSINESS STUDIES (PCBS)

PROGRAMME MANAGER – PCBS

Applications are invited from qualified candidates for the position of Programme Manager at the Postgraduate Centre for Business Studies. The successful applicant will play a crucial role in supporting the Director of the Centre and contributing to the successful execution of taught postgraduate programs at the Faculty of Management Studies and Commerce, University of Sri Jayewardenepura.

Job Identification Information

- Job Title : Programme Manager
- Job Location : PCBS, FMSC
- Superior's Title : Dean-FMSC, Director-PCBS, Deputy Registrar (DR) /Senior Assistant Registrar (SAR), Deputy Bursar (DB) / Senior Assistant Bursar (SAB)

Job Summary

- To support the Director-PCBS in handling the implementation plan of conducting taught postgraduate programmes of the FMSC and achieving the goals and objectives of the Centre by providing an efficient and effective managerial service.

Main Duties

1. Undertake responsibility, under the guidance of the Director, DR/SAR, and Dean to call for applications, to facilitate the selection process of potential candidates for programmes, to register selected students, and to commence study programmes on time in collaboration with the respective programme coordinators.
2. Facilitate coordinators to conduct teaching, learning, and evaluation matters of the study programmes in collaboration with the respective units, departments, and the FMSC.
3. Coordinate with the DR or/and the SAR/AR for matters related to conducting results boards, releasing results, issuance of certificates, and recommendation letters adhering to the FMSC and University regulations/by-laws and procedures.
4. Coordinate with the DB or/and the SAB/AB for the efficient handling of financial matters such as receipt of course fees and charges, discharge of payments, and fund management in line with the FMSC and University regulations/by-laws and procedures.
5. Develop necessary forms, documents, policies, procedures and by-laws related to the functions of the PCBS, as instructed by the Director and the Dean, FMSC and make arrangements to obtain required permissions from the Board of Study in Business Studies (BOSBS), Faculty Board and/or University.
6. Prepare progress reports -for the Board of Study in Business Studies (BOSBS)/ Faculty Board on all academic information pertaining to the relevant study programmes.
7. Maintain a harmonious relationship with all the Programme Coordinators and other stakeholders.
8. Report on any matter referred to the PCBS by the BOSBS/ Faculty Board/University Senate.

9. Plan and execute programmes, promotional activities, and awareness programmes to attract potential postgraduate students.
10. To perform any other duties and responsibilities entrusted.

Education Qualifications

- Education at Postgraduate Degree level in Management or an equivalent qualification.

Experience / Knowledge

- A proven track record of managing projects.
- Experience in working successfully towards deadlines under pressure.
- Experience of successful teamwork.
- Knowledge of systems and processes used in customer service within an office environment.

Skills

- Ability to take control of a project, working within tight deadlines.
- Proficiency in fluent, concise, and accurate report writing.
- Excellent written and verbal communication skills in English and Sinhala
- Excellent organizational and prioritizing skills.
- Ability to multitask.
- Excellent IT skills, including word processing and the use of databases.

Working Conditions

- Fixed-term contract – Initially one year (renewable).
- 5 days per week, including weekends.
- Should be prepared to work for long hours.

Salary

- Rs. 150,000/- per month (all inclusive).

HOW TO APPLY

Duly filled application and the scanned copies of relevant educational (with transcripts), professional, extracurricular activities and service certificates should be emailed to dilinihiranthi@sjp.ac.lk (Senior Assistant Registrar - FMSC) on or before **3.00 pm on 16th of May 2024.**

Please indicate the position applied as “**PROGRAMME MANAGER – PCBS**” in the subject line of the e-mail.

Applications received after the closing date will not be considered.