



Postgraduate Institute of Agriculture, University of Peradeniya

Post of Course Coordinator (Full time) on Contract

Applications are invited from the suitably qualified and highly motivated individuals for the Post of Course Coordinator of the Postgraduate Institute of Agriculture.

Academic Qualifications

- i. A Special Degree in Agriculture or Management with First or Second Class (Upper Division) Honors.

OR

- ii. A Special Degree in Agriculture or Management with Second Class (Lower Division) Honors.

Experience

At least 01 year experience in organizing and coordinating activities in an Institute/Research Organization/Company. Preference will be given those who possess qualifications and hands on experience in website development and automated systems in an organization.

Period of Assignment

The period of contract will be of one year.

Remuneration: Rs. 54,600- + CoL allowance

Application and other details

The advertisement, application form and relevant information could be downloaded from the PGIA website: www.pgia.ac.lk (under notices section)

- I. The post applied for should be marked on the top left-hand corner of the envelope.
- II. Candidates in Public Service, Corporations, Statutory Boards and Universities should forward applications through their respective Heads of institutions. They may send an advance copy of the application to reach the Deputy Registrar, Postgraduate Institute of Agriculture (PGIA). [Applications which are not received through proper channels will not be considered]

The duly completed applications on prescribed forms together with copies of relevant documents should be sent under registered cover to reach the Deputy Registrar, Postgraduate Institute of Agriculture, PO. Box 55, Old Galaha Road, Peradeniya, 20400 on or before 15th November 2021.

Incomplete applications, and those without supporting documents and applications received after the closing date will not be considered.

The Postgraduate Institute of Agriculture reserves the right to shortlist the candidates and call for interviews for such candidates only.

Director
Postgraduate Institute of Agriculture
University of Peradeniya
28th October 2021

TOR for the Coordinator/PGIA

Reporting Authority : Director, Postgraduate Institute of Agriculture.

To work under the guidance and direction of the Director, Postgraduate Institute of Agriculture

- Liaise with the Chairpersons and Secretaries of the Boards of Study of the Institute to ensure smooth functioning of the academic programmes.
- Assist the Director and central administration and the Boards of Study of the Institute in conducting promotional activities.
- Assist in organizing and providing logistical support for conducting short courses and certificate courses offered by the Boards of Study of the Institute.
- Provide logistical support to the Congress Coordinator of the Institute in organizing the annual Congress, promotional activities, and designing and preparation of the abstract booklet.
- Provide assistance to the PGIA administration in designing and printing of Prospectus and Handbooks.
- Collate and publish the abstract booklet of the Directed Studies carried out annually at the Institute.
- Provide logistical support to the Editor in Chief of the PGIA Newsletter to ensure its timely publication.
- Provide assistance to maintain and upgrade the website and the automated systems of the Institute.
- Work closely with the PGIA Students' Association and Alumni to support the activities of the Institute.
- Coordinate student welfare activities of the Institute.