



# **INSTITUTE OF CHEMISTRY CEYLON**

(Incorporated by Act of Parliament No.15 of 1972)

## **VACANCY**

### **POST OF DIRECTOR (PART-TIME) CENTRE FOR QUALITY ASSURANCE (CQA)**

**INSTITUTE OF CHEMISTRY CEYLON**

Applications are invited from Senior Lecturers/Professors possessing administrative experience (at least 3 years), as well as in the QA processes and have a thorough knowledge of the external review process, for the above post at the Centre for Quality Assurance (CQA) of the Institute of Chemistry Ceylon.

Initially, the appointment will be for a period of one (01) year and the position carries an honorarium of Rs. 40,000/= per month.

A self-made application along with an updated Curriculum Vitae, experience in QA process and external review processes and a one-page statement of how you would contribute towards the advancement of the Centre for Quality Assurance (CQA) should be submitted to the undersigned on or before 10<sup>th</sup> April 2026.

Please note that applications submitted after the deadline will be rejected.

The responsibilities of the Director, CQA are given in the annexure.

**President**

**Institute of Chemistry Ceylon**

27/03/2026

## **Annexure**

### The responsibilities of the Director, CQA

1. Develop regulations for the CQA and obtain approval from the Council of the Institute of Chemistry Ceylon (ICChemC), for the same
2. Prepare operational guidelines for the CQA and customized for the governance structure/ organogram and specific implementation arrangement of the ICChemC.
3. Develop a 3-year Strategic Plan for the CQA and obtain approval of the Council of the ICChemC before implementation.
4. Develop the annual work plan for the CQA and obtain approval from the Council at the commencement of each Presidential Year.
5. Develop the annual budget for QA activities in the ICChemC along with the annual budget estimates of the Institute and obtain the Council approval
6. Ensure that the CQA is established on the ICChemC website and details are updated regularly
7. Report regularly on QA activities and progress to the Council
8. Circulate notices of QA activities in the ICChemC to the Institute community
9. Conduct Divisional/Sectional level awareness programs on QA
10. Initiate and support the preparation of SER for Institutional Reviews
11. Motivate and support study programs to prepare SERs for Program Reviews
12. Provide necessary training and workshop for Self-Assessment Report (SER) preparation
13. Motivate and support academic staff to showcase best practices in QA
14. Develop relationships and liaise with international agencies and universities on QA activities.
15. Support academic staff in the process of preparing proposals for the conduct of new degree programmes.
16. Submit an annual report of the CQA to the Council.
17. Convene and facilitate all meetings of the CQA
18. Assist manual preparation on QA aspects Make available to all staff and external stakeholders the results of external and internal reviews, including student survey