



NOTICE

External Degrees and Extension Courses Unit UNIVERSITY OF SRI JAYEWARDENEPURA

Post of Coordinator /Learning Resources

Applications are invited for the post of Coordinator/Learning Resources in External Degrees and Extension Courses Unit (EDECU) from the permanent academic staff in the University until **25th March 2026** as per the UGC Circular No. 932.

The term of the office of the post shall be for the 3 years with provision to extend for several terms and the Coordinator/ Learning Resources will be entitled to allowance of 20% of the basic salary of his/her substantive post. (UGC Circular No. 01/2016)

The specific duties of the Coordinator/ Learning Resources are given below.

- **Responsible for designing, preparing and placing on-line or print form of the instructional material as learning resources for registered students.**
- **Functions under the guidance and direction of the Director/ EDECU and the Boards of Study shall operate through the Subject Groups, Course Coordinators and Module Coordinators and facilitate the preparation course material both in electronic and print modes.**
- **Responsible for managing the Learning Resource Centres within the EDECU and periphery.**

Those interested are requested to submit a self-made application to me with detailed Curriculum-vitae to the Vice-Chancellor through Head of the Department and Dean of the Faculty on or before **25th of March 2026** and email the soft copy of application to **ac_estab@sjp.ac.lk**

Please indicate the position applied as “Coordinator/Learning Resources in External Degrees and Extension Courses Unit (EDECU)” in the subject line of the e-mail. Applications received after the closing date will not be considered.



Vice Chancellor

University of Jayewardenepura

10.03.2026