UNIVERSITY OF RUHUNA
FACULTY OF ENGINEERING

RECRUITMENT NOTICE

Recruitment of a Course Coordinator (Temporary basis) for the degree Programme of BSc Engineering (Honors) in Marine Engineering and Naval Architecture conducted by the Department of Marine Engineering and Naval Architecture (DMENA), Faculty of Engineering, University of Ruhuna

Applications are invited from suitable candidates for the post of Course Coordinator (Temporary basis) for the degree Programme of BSc Engineering (Honors) in Marine Engineering and Naval Architecture conducted by the Department of Marine Engineering and Naval Architecture (DMENA) of the Faculty of Engineering (FoE), University of Ruhuna (UoR)**.**

1. The candidates are required to fulfill the following qualifications as of the date of application,

    i. Certificate of Competency Marine Engineer - Chief Engineer Unlimited/Class 1.

    ii. Minimum 10 years sea service in Merchant ships

    iii. 4 years or more sea service as a Chief Engineer

    iv. 1-3 years professional experience in a Maritime Training Institute

2. Responsibilities of course coordinator,

    i. Maintain the required documentation on qualifications, experience and other required details of professional lecturers for delivering lectures at the Department of Marine Engineering and Naval Architecture (DMENA).
    ii. Coordinate and liaise with the relevant authorities in the Merchant Shipping Secretariat, Ministry of Ports and Shipping to ensure the smooth functioning of the degree programme
    iii. Distribute departmental timetable to the appointed professional lecturers.
    iv. Ensure that the professional lecturers, hold the required professional qualifications based on the MSS requirements before their appointment.
    v. Provide list of professional lecturers nominated in written form and inform to Head of Department.
    vi. Maintain the records of professional lecturers conducting lectures / practical according to allocated hours in the course module.
    vii. Forward the summary to Head of Department at each end of month, to monitor the progress of conducting lectures/practical conducted by professional lecturers.
    viii. Ensure the professional lecturers hold the Training of the Trainers and Assessments, Examinations and Certification of Seafarers (TOTA) before their appointment.
    ix. Coordinate with HOD to nominate the examiners and moderators for professional subjects.
    x. Update professional lecturers, on the amendments of Maritime Laws & Regulations such as STCW, IMO, MSS guidelines, etc.
    xi. Assist the students to find their sea training after completion of the course.
    xii. Conduct/arrange assessments of sea training for students.
    xiii. Arrange field visits for students.

xiv.   Have a process of obtaining the appropriate amendments to the STCW '78 as amended.

xv.   Update syllabus, lecture and other materials based on the changes in maritime regulations in consultation with Head of the Department.

xvi.   Apply, monitor and maintain the Quality management system and be responsible of its successful application.

xvii.   Maintain the discipline of students to abide by university and global marine community standards and apply appropriate preventive measures in case of misbehavior of students.

xviii.   Assist the HOD to conduct the examinations and assessments by providing the moderated question papers and marks of the same in time.

xix.   Provide the HOD with updated rules and regulations applicable to the maritime education.

3. The course coordinator shall be paid an all-inclusive fee of LKR 150,000 per month during the period of service

4. The appointment is temporary and shall be of a twelve month duration

Candidates are required to submit a detailed CV with copies of educational and professional certificates.

Applications shall reach the HoD/ DMENA **on or before 9th of December 2024**.
Email your application to **hod@mena.ruh.ac.lk**

Selection and interview dates shall be informed to all short listed candidates by **10th December 2024**.

HoD/ DMENA,
08/11/2024