



# SLIIT INTERNATIONAL

SLIIT INTERNATIONAL, the international operation of SLIIT, the largest non-state higher education institute in Sri Lanka, is a state-of-the-art campus with cutting-edge academic infrastructure and facilities at **Nawam Mawatha, Colombo 2**.

SLIIT INTERNATIONAL has a unique culture that fosters innovation, collaboration and pursuit of excellence. SLIIT INTERNATIONAL collaborates with reputable overseas universities to offer internationally recognized foreign degree programmes in Sri Lanka.

SLIIT INTERNATIONAL will offer Computing and Engineering degree programmes of Curtin University, a leading university in Australia ranked in the top 1% of universities globally (ARWU - 2020), effective 1 March 2021.

We would like to invite innovative, enterprising, and ambitious persons to join our energetic team to promote internationalization and make a difference in Sri Lankan higher education.

## LIBRARIAN / ASSISTANT LIBRARIAN

- A bachelor's degree or equivalent qualification from a recognized university and / or professional qualifications in library and information science
- Experience in setting up a fully fledged library and information service
- Experience in managing library and information services
- Excellent Communication skills in English, leadership, and interpersonal skills
- Experience with library management software
- PR skills and customer service orientation

## ASSISTANT LECTURER - COMPUTING

- A bachelor's degree in Information Technology / Software Engineering / Computer Systems and Network Engineering / Data Science with 1<sup>st</sup> or 2<sup>nd</sup> Class Honours, OR a pass in a bachelor's degree AND a one year master's degree in the aforesaid specializations
- Experience in teaching at undergraduate level

## INSTRUCTOR - COMPUTING

- A bachelor's degree in Information Technology / Software Engineering / Computer Systems and Network Engineering / Data Science
- Experience in teaching at undergraduate level

## INSTRUCTOR - CIVIL ENGINEERING

- A bachelor's degree in Civil Engineering
- Experience in teaching at undergraduate level (preferably with knowledge of computer applications related to civil engineering)

## NETWORK ADMINISTRATOR

- A bachelor's degree or an equivalent qualification in IT and / or relevant industry certifications
- 2+ years experience in a network administration role
- Fundamental knowledge of networking and Information security concepts
- Proven network engineering, network operations, and network performance analysis skills
- Install, configure and administer computer network equipment, network related servers / services and all other related peripherals devices
- Monitor network to ensure optimal performance
- Provide network support with a variety of operating systems
- Evaluate and recommend Information security improvements
- Hands-on technical troubleshooting capabilities
- Strong interpersonal and communication skills

## RECEPTIONIST

- At least 3 passes in G. C. E. (A/L)
- A minimum of 2 years experience in a similar capacity
- Excellent communication skills in English and Sinhala (ability to converse in Tamil shall be an added advantage)
- Excellent public relations and interpersonal skills
- Willingness to perform other duties such as providing general administrative and clerical support, handling correspondence, preparing documents, etc.

## EXECUTIVE PERSONAL ASSISTANT / ADMINISTRATION OFFICER

- A bachelor's degree or an equivalent qualification from a recognized university with 7 years experience after graduation OR G.C.E (A/L) and relevant qualifications together with a minimum of 15 years experience
- Ability to undertake all secretarial duties and responsibilities
- Ability to oversee and execute all general administrative and operational activities
- Substantial experience in administering internal policies and procedures
- Substantial experience in managing confidential correspondence, interacting with senior staff and coordinating among national / international stakeholders
- Excellent communication skills in English, interpersonal skills, planning and organizing skills; and meticulous attention to detail
- Proven track record of excellence in general secretarial/executive level work and office management

## ASSISTANT MANAGER - MARKETING

- A bachelor's degree from a recognized university or an equivalent qualification in a relevant field
- 5 - 7 years experience in marketing, preferably in the service sector
- Experience in developing and executing marketing / promotional strategies
- Experience in digital marketing / promotions
- Confidence to guide creative direction for advertising and public-facing communications in the print, electronic and digital media
- Ability to manage content and updates for customer and internal touch points
- Analytical skills - assess effectiveness of marketing initiatives and optimize where necessary
- Communication skills - present ideas and deliverables to internal and external teams; communicate with senior management about marketing programmes, activities, and budgets; and coordinate across stakeholder groups
- Results orientation - commitment to achieving marketing goals, objectives, and targets

## ASSISTANT MANAGER - STUDENT ENROLMENT

- A bachelor's degree from a recognized university or an equivalent qualification in a relevant field
- 5 - 7 years experience in student enrolment in a higher education institute
- Experience in developing and executing marketing / promotional strategies
- Analytical skills - evaluate inquiries from prospective students and assess effectiveness of student counselling / advising service
- Leadership and teamworking skills
- Excellent communication skills
- Results orientation - commitment to achieving targets

## GRAPHIC DESIGNER / VISUALIZER

- A bachelor's degree in a relevant field
- A minimum of 2 years experience in a similar capacity
- Proficiency in using graphic design / animation software packages
- A proven track record of success in developing innovative concepts for marketing / branding in a reputable Institute / organization

**A competitive salary commensurate with qualifications and experience will be offered to the successful candidate.**

Please send your application via email to [careers@sliit.lk](mailto:careers@sliit.lk), clearly indicating the post applied for in the subject line, to reach us **within 14 days** of this advertisement.