

WE ARE

HIRING

Management Associate / Assistant Manager (Academic Affairs)

JOIN OUR TEAM

The Sri Lanka Institute of Information Technology (SLIIT) is a pioneer in the higher education sector of Sri Lanka and offers undergraduate and postgraduate degrees in a wide range of disciplines (www.sliit.lk). It is committed to provide the best student experience through a dedicated group of academic and non-academic staff. The main campus located in Malabe has excellent educational and recreational facilities and caters to over 15,000 students.

We invite applications from experienced, high-calibre individuals for the positions of Management Associate and Assistant Manager at the Department of Academic Affairs (DAA). The position reports to the Senior Manager (Academic Affairs). The successful candidate must ensure the safety and confidentiality of student records; implement the key operational and business processes of the DAA; use the technology and ensure smooth operation and efficient delivery of services; manage the Student Information Management System (SIMS) to achieve a higher level of satisfaction by students and staff; engage in tasks such as student registration, progression, graduation eligibility, and academic registry and records verification; prepare various reports to the senior management; and liaise with student and academic faculties.

Eligibility Requirements:

Assistant Manager

- A bachelor's degree or an equivalent qualification at the NVQ 7 level in a relevant field.
- At least 5 years of work experience after obtaining the educational qualification.

Management Associate

- A bachelor's degree or an equivalent qualification at the NVQ 7 level in a relevant field.
- Minimum 3 years of work experience after obtaining the educational qualifications.

Candidates are required to possess the following;

- Good communication, problem solving and project management skills.
- Excellent IT skills and experience in operating information management/ERP systems and related operations and processes.
- Ability to successfully deliver a wide range of services related to student registration, progression, graduation, records management and evidence of efficient use of technology for process automation.
- Ability to interpret academic rules and regulations and successfully execute related tasks.
- Good communication skills in English in addition to strong team working skills.
- Experience in an academic institution will be considered an advantage.

SLIIT offers a competitive salary and other benefits commensurate with qualifications and experience.

Please send your resume along with a cover letter via email to careers@sliit.lk indicating the post applied for, on the subject line of the email to reach us within 10 days of this advertisement.