WE ARE
HIRING
Senior 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 providing 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-caliber individuals for the Senior Manager (Academic Affairs) position at the Department of Academic Affairs (DAA). The position reports to the Chief Academic Affairs Officer. The successful candidate must ensure the safety and confidentiality of student records; design, implement and continuously monitor the key operational and business processes of the DAA; integrate technology and innovate processes to 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; plan and implement the required changes to SIMS; continuously monitor processes such as student registration, progression, graduation eligibility, and academic registry and records verification; develop and deliver various analytics to the senior management; and liaise with external stakeholders such as regulatory bodies, accreditation agencies and partner universities; and supervise and manage the performance of a team of staff.

Eligibility Requirements:

- A bachelor's degree and a master's degree or equivalent qualification from recognized university/institution.
- At least 2 years of work experience in a similar capacity or 6 years in a managerial role in a reputed organization preferably in an academic institution.
- Strong experience with information management/ERP systems and related operations and processes.
- Demonstrated ability and/or strong potential to deliver a wide range of services related to student registration, progression, graduation, records management and evidence of use of technology for process innovation.
- Strong experience in interpreting policies and procedures and successfully executing related tasks.
- Proven ability to plan, coordinate, meet deadlines and manage various projects and complex tasks involving stakeholders across and outside the institution.
- Excellent communication skills in English in addition to strong organizational, analytical, problem-solving, interpersonal, supervisory, multi-tasking and time management skills.

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.

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