

WE ARE

HIRING

Manager / Administration

Office of the Senior Deputy Vice-Chancellor

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 are inviting applications for the post of Manager (Administration) at the Office of Senior Deputy Vice-Chancellor and Provost. The duties include organizing key institutional meetings, preparing minutes, corresponding with external organizations including government and international partners, coordinating with the senior management team and advancing the strategic institutional projects, working with the Human Capital Division on recruitment and promotion of staff, executing and managing daily tasks involved in the operation of the Office of the Senior Deputy Vice-Chancellor, including scheduling, correspondence with visitors, and arranging the required logistics. In addition, the position assists with implementing the 2020-2025 SLIIT Strategic Plan and the accreditation of programmes.

Eligibility Requirements:

- A bachelor's degree and a master's degree in Business Administration or a related field and at least four years of work experience as an Assistant Manager or in a similar role. International experience will be an advantage.
- Excellent ability in preparing a wide range of documents, including the minutes of key institutional meetings, reports on academic programmes and performance, and correspondence with external organizations, including international partners.
- Ability to interpret policies and procedures and successfully execute related tasks.
- Proven ability to plan, coordinate and manage a wide range of projects and tasks involving stakeholders across the institution.
- Excellent organizational, analytical, problem-solving, interpersonal, supervisory, multi-tasking and time management skills.
- Excellent communication (verbal and written) skills in English.
- Strong knowledge of MS Office, database applications, student information systems and excellent ability to collect and analyse data.

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

Please send your resume along with the cover letter via email to careers@sliit.lk clearly 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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THE KNOWLEDGE UNIVERSITY