



BCIS

BANDARANAIKE CENTRE FOR INTERNATIONAL STUDIES

CHIEF ADMINISTRATIVE OFFICER/ REGISTRAR

Applications are invited for the Post of Chief Administrative Officer/ Registrar of the BCIS. He/ She will be responsible for management of all administrative and student affairs activities reporting to the Director of the Bandaranaike Centre for International Studies (BCIS)

He/she will be accountable for :-

- Organizing and administering student records.
- Overseeing the student admissions and graduation process.
- Ensuring records are updated with new grades, attendance, finances, etc.
- Provide overall administrative oversight to the Centre's academic and operational activities.
- Manage HR and quality assurance of the Centre's knowledge products/dissemination.
- Convening meetings/seminars of the Centre with stakeholders.
- Analyzing audit reports and formulating improvements.
- Compiling performance reports.

Qualifications & Experience :

- A Bachelor's or Master's degree in Business Administration, International Relations or any Social Sciences
- A minimum of 5 years experience at management level in an educational institute or University.
- A proven track record.

The following skills will be given preference :

- Excellent written and verbal communication skills in English
- Outgoing relationship skills
- Inter-personal skills
- Decision-making ability
- Skills in problem-solving and communication.
- Experienced effective leadership, with excellent work ethics, academics, people skills, and high integrity.
- Willingness to innovate
- Competence in administration.
- Age band 40 to 50 years

Remuneration:

- A competitive remuneration plan inclusive of other fringe benefits which include transport, commensurate with the position is on offer to the selected candidate.

Please forward your CV along with contact details on or before 20th May 2021 to careers@bmich.com or by post to the below address

Director/BCIS,
B M I C H
Buddhaloka Mawatha,
Colombo 7.