



SLIIT UNIVERSITY

THE KNOWLEDGE UNIVERSITY

FACULTY OF COMPUTING

MANAGEMENT ASSOCIATE

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 academic and recreational facilities.

Job Role:

- As a Management Associate attached to the Faculty of Computing, you will be responsible for the following duties but not limited to:
 - ▶ Preparing and maintaining documents required for academic accreditations.
 - ▶ Examination related duties including preparation of reports.
 - ▶ Handling student related matters such as handling queries, student lists, collecting feedback, and providing various service.

The ideal candidate will have:

- Excellent written and oral communication skills in English and Sinhalese / Tamil.
- Excellent public relations skills with the ability to work with a range of internal and external stakeholders.
- A very good computer literacy with a sound knowledge of common office packages.
- Ability to work with minimum supervision, multi-task and meet deadlines.
- Excellent interpersonal skills.
- A sound understanding of typical activities in a higher education environment.

Eligibility requirements:

- A bachelor's degree from a recognized university / Institute.
- A minimum of 02 years of experience after graduation
- Experience in a higher education environment would be an added qualification.

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

If you are interested in the above position, please send your resume with a cover letter to careers@sliit.lk within 7 days of this advertisement, clearly indicating the position applied on the subject line of the email.

Senior Manager / Human Resources

Sri Lanka Institute of Information Technology (Gte) Ltd
New Kandy Road, Malabe.