

PROPOSED SRILANKAN AVIATION CAMPUS - SRILANKAN AIRLINES POST OF REGISTRAR

SriLankan Airlines Limited seeks a dynamic individual to join the management of the proposed SriLankan Aviation Campus. Applications are invited from suitably qualified persons for the following post.

Registrar

The registrar will be responsible to act as the Secretary to the Board of Management, and Senate whilst maintaining the records, and properties of the Campus in safe custody. The registrar will provide leadership to non-academic staff and is a full-time officer of the campus.

Further, the registrar shall provide proper and timely documentation to support regulatory compliance with auditing and quality assurance. He/she must ensure all activities of the proposed campus undertaken are in accordance with the governance, policy and regulatory frameworks of the proposed SriLankan Aviation Campus.

The applicant should possess the following qualifications:

- A Degree with First or Second Class and a Postgraduate Degree at the level of PhD in Administration or Management from a recognized University/HEI with not less than ten (10) years of administrative experience after obtaining the first Degree;

OR

- Should possess a Degree with First or Second Class and a Postgraduate Degree of not less than two (02) years duration at Master's level in Administration or Management from a recognized University/HEI with not less than ten (10) years of administrative experience after obtaining the first Degree;

OR

- A holder of the post of Deputy Secretary/Registrar of a HEI who has completed three (03) years of satisfactory service in that post with a Degree and a Master's Degree in Administration or Management of not less than one (01) year's duration from a recognized University/HEI and with not less than fourteen (14) years of administrative experience after obtaining the first Degree. At least five (05) years of such experience should be at the level of Deputy Secretary/Deputy Registrar and/or Senior Assistant Secretary/Senior Assistant Registrar at a HEI;

OR

- A holder of the post of Deputy Secretary/Registrar of a HEI who has completed three (03) years of satisfactory service in that post with a Degree and a Postgraduate Diploma of not less than one year's duration in Administration or Management from a recognized University/HEI with not less than fifteen (15) years of administrative experience after obtaining the first Degree. At least five (05) years of such experience should be at the level of Deputy Secretary/Deputy Registrar and/or Senior Assistant Secretary/Senior Assistant Registrar at a HEI;

OR

- An Attorney-at-Law with a Degree from a recognized University/HEI who has completed three (03) years of satisfactory service in the post of Deputy Secretary/Deputy Registrar at an HEI with fifteen years (15) of administrative experience after obtaining the first Degree. At least five (05) years of such experience should be at the level of Deputy Secretary/Deputy Registrar and/or Senior Assistant Secretary/Senior Assistant Registrar at a HEI;

OR

- A holder of the post of Deputy Secretary/Registrar of a HEI who is a graduate from a recognized University/HEI with eighteen (18) years of administrative experience in a HEI out of which at least three (03) years of such experience should be at the level of Deputy Secretary/Deputy Registrar and/or Senior Assistant Secretary/Senior Assistant Registrar at a HEI;

Note:

'Administrative Experience' means experience gained in a post in the Sri Lanka Administrative Service or in a Private Sector Organization in Human Resource Management or General Administration or Overall Management after obtaining the first Degree from a recognized University/HEI.

The above vacancy is open to Sri Lankan citizens only.

Applications (with copies of educational/professional certificates attached) along with the contact number and e-mail address should be forwarded to **careers@srilankan.com** on or before 18th February 2021.

The above appointment will take effect upon receiving the Non-State Higher Education Institute with degree awarding status for the proposed SriLankan Aviation Campus.

We are an equal opportunity Organization.

Influencing will be a reflection of unsuitability.