



NIIBS

# Nāgānanda International Institute for Buddhist Studies

## VACANCY

Applications are invited from a qualified, dynamic and result oriented professional with relevant experience and academic exposure for the post of Registrar / Deputy Registrar.

### POST OF REGISTRAR / DEPUTY REGISTRAR

- Should possess a Degree with First or second Class and a Postgraduate Degree of not less than two (02) years duration at Masters' level in Administration or Management from a recognized University /HEI with not less than twelve (12) years of administrative experience after obtaining the first Degree.

OR

- A holder of the post of Deputy Secretary/Deputy Registrar of a University/a Higher Educational institution/Institute who has completed three (03) years of satisfactory service in that post with a Degree and a Masters' Degree in Administration or Management of not less than one (01) years duration from a recognized University/HEI 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 of a University/a Higher Educational Institution / Institute.

OR

- A holder of the post of Deputy Secretary/Deputy Registrar of a University/a Higher Educational institution/Institute who has completed three (03) years of satisfactory service in that post with a Degree and a Postgraduate Diploma of not less than one (01) 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 5 years of such experience should be at the level of Deputy Secretary/Deputy Registrar and/or Senior Assistant Secretary/Senior Assistant Registrar of a University / a Higher Educational Institution / Institute.

OR

- A holder of the Post of Deputy Registrar who is a graduate from a recognized University /HEI with eighteen (18) years of administrative experience at a University or a Higher Educational Institution out of which at least three (03) years should be in the post of Deputy Secretary/Deputy Registrar and confirmed in the post.

- Age : Not more than 60 Years

Salary and other benefits are negotiable and depend on the selected candidate's qualification and experience.

Please email self-prepared completed application containing CV, photocopies of relevant certificates, names and addresses of two non-related referees known to the candidate on or before 11th May 2022 to [careers@niibs.edu.lk](mailto:careers@niibs.edu.lk) stating "Registrar / Deputy Registrar" in the subject line of the email.

Director

Nāgānanda International Institute for Buddhist Studies (NIIBS)

Manelwatta, Bollegala, Kelaniya.

[www.niibs.lk](http://www.niibs.lk)