

VACANCY



BE A PART OF A WORLD-CLASS TEAM

National School of Business Management (NSBM Green University), the Premier Degree School in Sri Lanka, with an excellent academic environment and outstanding facilities, is in search of an outstanding individual with relevant qualifications to join the NSBM Team.

ADMINISTRATIVE OFFICER – DOCTORAL STUDIES AND RESEARCH UNIT

QUALIFICATIONS

- A Bachelor's Degree in the field of Management or a related field from a recognized University, a Master's will be an additional advantage
- English language competency - Good communication skills (oral and written), preferably with experience in dealing with foreign academic partners
- Computing IT competency - Good IT knowledge (MS office, operation of certain academic software tools etc.)
- Familiarity with university operations, administrative processes and coordination will be an additional advantage

Candidates should also possess strong interpersonal skills, have the ability to work independently and unsupervised, be resourceful, be committed and aspire to succeed, be self-motivated, be able to thrive in a fast and high pressure work environment and be prepared to work long and irregular hours.

Attractive remuneration packages beyond industry standards are on offer for the ideal candidate. Please

apply via registered post with a cover letter which indicates your fields of expertise and a detailed curriculum vitae with the position marked on the top left hand corner of the envelope or email your CV to careers@nsbm.ac.lk with position applied on the subject line to reach us on or before **14th August 2022**.

VICE CHANCELLOR

NSBM Green University, Mahenwatta, Pitipana, Homagama



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