



# Nāgānanda International Institute for Buddhist Studies

## School of Information Communication Technology

### VACANCY

Applications are invited from suitable candidates for the following post

### TRAINEE/PROGRAMME COORDINATOR

#### Roles and Responsibilities:

- Manage and coordinate student inquiries and recruitments
- Recruit students and handle student administration
- Promote and coordinate SICT academic programmes, workshops and activities
- Implement marketing, branding and image building campaigns for SICT
- Research new market opportunities and increase revenue streams
- Contact and conduct initial follow-ups on business/market development prospects
- Coordinate between the stakeholders and the management of the SICT
- Function as the Secretary to Boards established in SICT recommended by the Director/SICT
- Develop strategies and mechanisms to increase visibility of SICT and develop partnerships
- Develop and liaise with industry and other partnerships
- Provide administrative support to Director/SICT
- Any other work assigned by the Management

#### Qualifications and Pre-requisites:

- Diploma/SLQF level 03/NVQ level 05 qualification related to ICT/Admin/Marketing
- 03 passes in G.C.E. A/Ls
- Age 20 – 30 years
- Computer Literacy
- English/Sinhala typing and communication skills
- Excellent presentation/marketing skills and positive attitude
- Ability to work during weekends

**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 06<sup>th</sup> August 2022 to [careers@niibs.edu.lk](mailto:careers@niibs.edu.lk) stating “Trainee/Programme Coordinator” in the subject line of the email.**



**Registrar**

**Nāgānanda International Institute for Buddhist Studies (NIIBS)**

**Manelwatta, Bollegala, Kelaniya.**

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