



## **INCORPORATED COUNCIL OF LEGAL EDUCATION- SRI LANKA LAW COLLEGE**

### **VACANCY**

### **POST OF SYSTEM ADMINISTRATOR**

We're seeking an experienced System Administrator who is eager to use and grow his or her technological skills. The successful individual will protect our critical information, systems, and assets, envision and coordinate building solutions, implement new software and hardware, provide training, and assist in the development and implementing an overall IT strategy for SLLC. You will be given challenging assignments, lead initiatives, and take ownership and responsibility. Our ideal candidate will be passionate about applying their skills to technology-based education model that creates best-in-class solutions for SLLC.

#### **Qualifications and Skills**

- Bachelor's degree in computer science
- Proven work experience as System Administrator, Network Administrator or similar role will be an added advantage
- Experience with managing web applications and databases
- Basic knowledge of web programming languages and operating systems, current equipment and technologies, backup and recovery procedures
- Reasonable experience in project management, application design and integration, and cloud computing
- Knowledge in administering Microsoft Windows, and Unix/Linux-based operating systems will be an added advantage
- Excellent communication skills
- Familiarity with social media platforms and be the ability to manage social media for the College
- Good communication skills in English and Sinhala (Tamil would be an added advantage)

#### **Job Role**

- Maintain essential IT operations, including operating systems, security tools, applications, servers, email systems, laptops, desktops, software, and hardware
- Ensure prevent maintenance routines are carried out to ensure IT and network infrastructure are always up and running
- Work closely with internal and external partners to monitor and communicate project status, activities, and achievements

#### **Nature of Appointment**

- A contract post for a period of three years (extension can be given based on satisfaction of duty)

#### **Salary**

- An attractive salary and other allowances will be offered.

Applicants should forward their applications via Email along with their CVs and two non-related referees to reach the Principal, Sri Lanka Law College to [principalsoffice@slc.ac.lk](mailto:principalsoffice@slc.ac.lk)

**Principal,  
Sri Lanka Law College,  
244, Hulftsdorp Street,  
Colombo 12.**