



# Coordinator MEDIA ACADEMY

*Lake House is looking for talented and dynamic individual who possesses the following qualifications and requirements to fill the above vacancy in the Media Academy*

**Remuneration**- Negotiable

Send your CV with names and contact details of two non-related referees within 7 working days of this advertisement to reach the mentioned address or e-mail to the following e-mail address

**Head of Human Capital**  
**The Associated Newspapers of Ceylon Ltd**  
35, D.R. Wijewardene Mawatha, Colombo 10  
[hc@lakehouse.lk](mailto:hc@lakehouse.lk)

## Candidate Profile

- A Degree in any discipline from a recognized university in Sri Lanka or overseas
- A Master's Degree will be an added qualification
- Both verbal and written communication skills in Sinhala and English. A working knowledge of Tamil will be an added advantage
- Knowledge and experience in coordinating training courses will be an advantage
- A team player with good interpersonal skills
- Good time management skills and the ability to meet deadlines
- MS Office skills will be an added advantage

## Job Profile

- Plan, develop and update course syllabi with current industrial standards and academic requirements
- Provide relevant resources to support learning culture
- Maintain accurate records of students' progress and attendance
- Ensure publicity for Media Academy lectures and courses

Age : Below 40 years



**LAKE  
HOUSE**