



Coordinator MEDIA ACADEMY

Lake House is looking for talented and dynamic individual who possess 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

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 advantage

Job Profile

Plan, develop and update course syllabi with current industrial standards and academic requirements

Provide resources to support teaching and learning

Maintain accurate records of students' progress and attendance

Secure publicity for Media Academy lectures and courses

Age : Below 40 years



**LAKE
HOUSE**