

WE ARE HIRING Management Associate/ HR

JOIN OUR TEAM

The Sri Lanka Institute of Information Technology (SLIIT) is a pioneer in the higher education sector of Sri Lanka and offers undergraduate and postgraduate degrees in a wide range of disciplines. It is committed to provide the best student experience through a dedicated group of academic and non-academic staff. The main campus located in Malabe has excellent academic and recreational facilities.

We are looking for a dynamic and committed individual to join our team as a Management Associate/ HR attached to the Department of Human Capital Management.

Key Duties & Responsibilities:

- Managing end-to-end academic recruitment processes across multiple employment types
- Coordinating necessary approvals and ensuring timely publication of vacancy advertisements
- Overseeing application screening, and interview scheduling in collaboration with relevant departments
- Handling credential verifications, job offer and letters of appointment issuance, and other relevant tasks
- Maintaining and updating key recruitment trackers and reporting dashboards
- Assisting in employee engagement activities

Minimum Requirements:

- A bachelor's degree in a relevant field from a recognized university/institution.
- Experience in the education sector will be considered as an added advantage.
- Excellent interpersonal, communication, and presentation skills.
- Sound knowledge in Labour Laws & HR policies.
- Ability to work independently with minimum supervision.

SLIIT offers a competitive salary and other benefits commensurate with qualifications and experience.

Please send your resume via email to careers@slit.lk clearly indicating the post applied for on the subject line of the email, to reach us within 7 days of this advertisement.

