

WE ARE

# HIRING

## Manager/ Faculty of Humanities & Sciences

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. SLIIT has an emerging profile in global relations with well-established strategic partnerships with premier overseas universities.

We are looking for a dynamic and proactive individual to join our team as a Manager/ Faculty of Humanities & Sciences.

### Key Duties and Responsibilities:

- Overall administration of faculty operations to ensure high quality academic delivery and administrative support for staff and students.
- Managing faculty related financial transactions including payments and reimbursements, in compliance with institutional financial policies.
- Facilitating the planning and execution of examinations, ensuring accuracy in grading and adherence to timelines and ensure timely and accurate preparation of graduation lists in line with academic regulations.
- Supervising the processing of student records and result sheets, while ensuring efficient communication and support at the faculty level.
- Support faculty boards, Industry consultative boards, and ensure the effective execution of industry engagement activities at the faculty.
- Provide necessary support in execution of faculty led initiatives and foster strategic industry partnerships in alignment with institutional objectives.

### Minimum Requirements:

- A bachelor's degree and a master's degree or a recognized professional qualification in a relevant field from a recognized university/institution
- Minimum of eight years of work experience in a relevant field, including at least four years of managerial experience
- Excellent ability to plan and manage resources at the unit level
- Strong organizational and time management skills
- Excellent project management and supervisory skills

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

Please send your resume via email to [careers@slit.lk](mailto: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.

