

# CA

THE INSTITUTE OF  
CHARTERED ACCOUNTANTS OF SRI LANKA



# QUALITY ASSURANCE MANAGER – ACADEMIC & PROFESSIONAL PROGRAMMES

The Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka) is a world-class professional body, proud to be a driving force of transformation in Sri Lanka's dynamic accounting landscape. For over 65 years, we have been at the forefront of shaping the accounting profession locally while making a significant impact regionally and globally.

## Key Responsibilities

- ✓ Develop and maintain a QA Manual covering curriculum, teaching, assessment, and feedback.
- ✓ Ensure compliance with UGC, MoHE, and professional accreditation requirements.
- ✓ Prepare SERs and accreditation documents.
- ✓ Coordinate quarterly QA reviews and audits with Internal Audit.
- ✓ Monitor corrective actions and improvements.
- ✓ Facilitate faculty training on OBE and QA best practices.
- ✓ Provide half-yearly QA updates to the Council and management.
- ✓ Maintain audit and accreditation evidence records.

## Qualifications and Skills

- ✓ BSc in Education, Public Administration, Accounting/Finance, or a related field.
- ✓ Postgraduate qualification in QA/Education Management or Accounting/Finance preferred.
- ✓ Minimum of 5 years' experience in QA, accreditation, or higher education administration.
- ✓ Sound knowledge of SLQF and UGC/MoHE guidelines.
- ✓ Strong skills in:
  - Outcome-Based Education (OBE) and curriculum mapping
  - Documentation and reporting
  - Cross-departmental coordination
  - MS Office applications
  - Learning Management Systems (LMS)
  - Communication and interpersonal abilities

If you are passionate and eager to contribute to CA Sri Lanka's growth while advancing your professional career, please send your CV including two non-related referees' contact details to [careers@casrilanka.org](mailto:careers@casrilanka.org) or to the address below within 7 days. Indicate the position applied for in the subject line or on the envelope.



Head of Human Resources,  
The Institute of Chartered Accountants of Sri Lanka,  
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Colombo 07



**011 235 2000**

**Note: Solicitation will result in disqualification. Only shortlisted candidates will be contacted.**