

Our client is a leading semi-government boys' school in the country with a history of over hundred years, is looking for a passionate, dynamic and inspirational candidate with proven track record and relevant educational background with sufficient experience for the following Senior Management positions:

DEPUTY PRINCIPAL – ADMINISTRATION & HUMAN RESOURCES

MSL Ref. No. 8182

Key Responsibilities

- Develop and lead the Administration and HR Division in alignment with the College's vision and strategic objectives.
- Provide strong leadership to drive continuous process improvement while effectively managing transactional processes and systems to ensure operational efficiency.
- Ensure timely and accurate reporting in accordance with the College's requirements and keep the Senior Management Team informed through open communication, active participation in problem-solving, decision-making, and strategic planning.
- Adopt and implement best practices in HR, ensuring compliance, transparency, and organizational excellence.
- Administer the Teachers' Training College under the supervision of the College, ensuring alignment with institutional goals.
- Establish and maintain a human resource pool to facilitate timely recruitment, monitor employee KPIs, and take necessary actions to ensure performance achievement.
- Oversee and monitor procurement processes, logistics arrangements, maintenance and all other administrative functions, ensuring smooth and efficient operations across the College.

Candidate Profile

- A Bachelor's degree or an equivalent professional qualification in Human Resources and Administration, along with an MBA from a UGC approved university.
- At least 10 years experience at senior management level in a recognized school, either local or overseas at senior level will have the background to handle a position of this nature.
- The ideal candidate would be a mature pro-active person in the age range 40-50 years.

DEPUTY PRINCIPAL (ACADEMIC AFFAIRS)

MSL Ref. No. 8183

Key Responsibilities

- Lead, Develop and Implement academic policies that support the College's vision and strategic direction to ensure academic excellence across all levels.
- Strengthen teaching and learning processes while enhancing co-curricular and extracurricular activities for holistic student development.
- Integrate digital technology into the teaching-learning process and establish effective monitoring and reporting mechanisms.
- Implement education reforms systematically and promote pedagogy-based and child-centered teaching practices that cater to the diverse learning needs of students.
- Standardize assessment processes, combining traditional and reform-based methods to ensure fairness, consistency, and continuous improvement.
- Ensure timely and effective implementation of all academic processes to maintain high standards of quality and performance.

Candidate Profile

- A Bachelor's degree in relevant field from a UGC approved university.
- An MBA would be added advantage.
- At least 10 years experience at senior management level in a recognized school, either local or overseas at senior level will have the background to handle a position of this nature.
- Good interpersonal communication skills and leadership qualities to deal with teachers, students, staff and parents.
- The applicant must have a very high command of English with outstanding speaking and writing skills.
- The ideal candidate would be a mature pro-active person in the age range 40-50 years, computer literate, preferably trilingual and capable of working in the English language.

PREFECT OF GAMES

MSL Ref. No. 8184

Key Responsibilities

- Assist the Director of Sports in promoting the College's values and desired behaviors throughout the Sports Division of the College.
- Implementation of the sports strategic plan for all the sports activities.
- Assist the Head of the Division with the preparation of the sports budget by providing the information from the respective in charge.
- Maintain Sports inventory and be responsible for a sports store.
- Coordinate with coaches, athletes, and other sports staff members to ensure that sports programs are organized and run smoothly.
- Communicate with other student leaders and students about the school's sports programs and policies.

Candidate Profile

- The candidate should be a Graduate of a University in Sri Lanka or any other overseas university approved by the UGC / recognized Diplomas related to Sports Administration / Specialized Trained Teachers Certificate in Physical Education.
- At least more than ten (10) years' experiences at the Similar or Senior level in a recognized school, either local or overseas.
- Overseas exposure in Trainings and working experience will be advantage.
- Good communication skills in English and Tamil or Sinhala, preferably trilingual.
- The Ideal candidate would be a matured proactive person in the age range of 40-50 years.

The selected candidate will be provided with an attractive salary and other benefits commensurate with industry standards.

Please submit your complete resume in PDF format, along with the contact details of two non-related referees, quoting the relevant MSL Reference Number in the subject line of your email to mslrcv@sltnet.lk within 10 days of this advertisement.

**MSL Management
Systems (Pvt) Ltd.**

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