WE ARE HIRING

Management Associate (Research Services)

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 providing 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 seeking a dynamic and results-oriented individual to join the Office of Research Services under the portfolio of the Senior Deputy Vice-Chancellor and Provost.

Key Duties & Responsibilities:

- Collecting and analyzing research-related data from various internal and external sources.
- Assisting in organizing major research events.
- Performing all administrative tasks related to the Honorary Professor network.
- Liaising with the International Office and partner universities on research-related matters.
- Collecting information and drafting content for research-related news releases and the research section of the SLIIT website.
- Developing and maintaining the research funding database.
- Assisting with tasks related to SLIIT Innovate.
- Assisting in collecting data for global university rankings.
- Drafting nominations for honours and awards.

Minimum Requirements:

- A bachelor's degree in a relevant field from a recognized university / institution.
- At least two years of experience after obtaining the educational qualification.
- Excellent interpersonal, communication and IT skills.
- A proactive attitude and the ability to work independently with minimal supervision.

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

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

25 YEARS OF EXCELLENCE
SLIIT UNI