



SLIIT

COMPUTING | BUSINESS | ENGINEERING

SRI LANKA INSTITUTE OF INFORMATION TECHNOLOGY

DIRECTOR ADMINISTRATION

SLIIT is a premier education institute in the Country, awarding degrees recognized by the University Grants Commission in the fields of Computing, Business and Engineering. We are looking for a dynamic and enterprising individual, with strong leadership skills who can contribute effectively to driving the high performance culture of the Institute, to join our team in the above position:

POSITION OVERVIEW:

The Director Administration will be responsible for the delivery of all services including security, janitorial, technical and maintenance. He/She will also manage key projects, including process design, solutions and decision-making. The Director will report to and work closely with MD/CEO to implement strategic plans as well as operational and administrative policies and procedures. Must have excellent communications skills. He/She will be responsible for the overall supervision of procedures such as Procurement & Supplies, Human Resource Management, Marketing and Business Development, Infrastructure Development, Management and Maintenance.

RESPONSIBILITIES:

- Directs complex and highly sensitive administration including strategic development, systemization, and relevant tracking and maintenance of all projects as well as department-wide administrative policies.
- Overlook Institute's new infrastructure projects, facilities and services.
- Perform special projects timely as directed by MD/CEO
- Coordinate the execution of contracts, as needed
- Works closely with the Deans, Department Heads and relevant parties with regard to infrastructure projects, and be responsible for monitoring and tracking these projects.
- Manages administrative and planning functions workflow, communications, meetings, and events
- Play a critical role designing and stewarding risk management, emergency management, and business continuity plans as part of the Institute's efforts in these areas.
- Manages department staff to ensure smooth functioning of daily operations.
- Drafts written correspondence, edits documents, and reviews talking points and presentations.
- Provides leadership on select issues, and all other operations of the Institute, as designated by MD/CEO.

QUALIFICATIONS:

- A Degree from a recognized university and a Master's or higher Degree, or full professional qualifications in a relevant field with 15 years post qualifying experience in a high-profile, executive level environment in academia, business, or government.
- Exceptional interpersonal skills with a demonstrated ability to relate to individuals at all levels with poise, diplomacy, and good negotiation skills.
- Good command of office software packages.
- Ability to triage and set priorities, multitask and meet deadlines under pressure.

REMUNERATION: *SLIIT offers a competitive salary and benefits package commensurate with qualifications and experience.*

Prospective candidates may send a detailed curriculum vitae indicating the post applied for with contact details of two non-related referees to reach us within 7 days of this advertisement.

Senior Manager Administration & HR

Sri Lanka Institute of Information Technology, New Kandy Road, Malabe.

e-mail: careers@slit.lk Fax: +94(0)11 241 3901 Phone: +94(0)11 754 4801 / +94(0)11 241 3900