

# WE ARE HIRING

## PROJECT MANAGEMENT EXECUTIVE

Looking for an opportunity to lead and manage impactful projects in education and talent development? We have the perfect role for you!

### RESPONSIBILITIES:

- Execution of the establishment and monitoring of educational centers.
- Overall management of various DP Education brands.
- Coordinate with project stakeholders to achieve set targets and develop strategies with measurable learning outcomes.
- Manage media coordination, press releases, and monthly improvement suggestions for assigned brands.
- Conduct research on education and healthcare development as required.
- Lead training programs and maintain training materials in multiple languages.
- Organize communication channels and webinars, maintain project-related documents.
- Liaise with external agencies for digital content creation and publishing.

### REQUIREMENTS:

- Bachelor's Degree in Policy Development, Finance, Marketing, IT, or related field.
- Strong leadership, research, and communication skills.
- Ability to work independently, meet deadlines, and collaborate effectively with cross-functional teams.
- High level of team collaboration and demonstrated ability to deliver results in a dynamic environment.
- Excellent written and oral communication, along with a good command of English and Sinhala languages are a must. Tamil would be an added advantage.
- Prior work experience will be an added advantage

**SEND YOUR RESUME/CV TO:**

[hr@dpedu.org](mailto:hr@dpedu.org)

