



# NIIBS

NĀGĀNANDA INTERNATIONAL INSTITUTE FOR BUDDHIST STUDIES

*For Lifelong Learning*

NIIBS is a degree awarding Institute recognized by the Government of Sri Lanka under the provisions of Universities Act No. 16 of 1978. It was started in 2013.

Applications are invited from suitable candidates for the following post

## Assistant Registrar

We are seeking a dynamic Assistant Registrar to the NIIBS. Candidates should have attractive management skills and wide knowledge on Student administration in Higher Educational Institutes. Candidates should be fluent in English Language and should be proficient in IT Skills.

### Qualifications

- **A degree with First or Second Class from a recognized University/ Higher Educational Institute.**

**Or**

- **A degree with a Postgraduate Degree / Postgraduate Diploma in Administration/ Management from a recognized University/ Higher Educational Institute.**

Retired officers may be considered

Salary – 45,000/=

Age – between 25 to 50 years

Please send a self-prepared completed application containing CV, photocopies of relevant certificates, names and addresses of two non-related referees known to the candidate on or before 17<sup>th</sup> November 2024 to [careers@niibs.edu.lk](mailto:careers@niibs.edu.lk) via email stating “Assistant Registrar – Faculty of Humanities and Social Sciences ” in the subject line of the email.

Registrar

Nāgānanda International Institute for Buddhist Studies (NIIBS)

Biyagama Road, Manelwatta, Bollegala, Kelaniya, Sri Lanka.

[www.niibs.lk](http://www.niibs.lk)