

# Academic Planning Manager (Post Graduate Studies)



Metropolitan College is a well-established educational institution and has pioneered in variety of internationally accredited tertiary education programmes, catering to the demands of both Sri Lanka and foreign students.

With our growth, we are looking forward to welcome a smart, dedicated and dynamic person to our team for following position.

## Duties and Responsibilities

The Academic Planning Manager serves as the chief officer responsible for coordinating, executing, evaluating and refining and implementing academic plans, assisting faculty in developing their instructional abilities, and assessing the outcomes of the students of post graduate programs within the College. He or she will direct the faculty in planning and securing resources, evaluating and implementing activities for the academic program and managing the procurement of related funds. He or she will also serve as a College representative both internally and externally and actively participate in various Institutional planning, implementing and evaluation of academic activities.

## Requirements

- A Doctoral Degree preferably in Education, Psychology or Business Management .
- Minimum 3 years of experience as a senior Academic .
- Excellent communication skills in English
- Experience in leading quality assurance processes and obtaining accreditation from leading international bodies.
- Should be able to plan, implement and evaluate academic activities

E-mail your resume with contact details of 2 non-related referees  
to [careers@metropolitancollege.lk](mailto:careers@metropolitancollege.lk)

Please mention in subject line the post preference.

**METROPOLITAN COLLEGE**  
*your success... our achievement...*

# 33 c, Hill Street, Dehiwala, Sri Lanka.  
T : 0112 712 877 | 0114 741 263 F : 0112 712 877  
E : [info@metropolitancollege.lk](mailto:info@metropolitancollege.lk)  
W : [www.metropolitancollege.lk](http://www.metropolitancollege.lk)



**Hotline:**

**+94 (0) 777 592 966**

**+94 (0) 112 712 700**