



Association of Accounting Technicians of Sri Lanka, the premier accounting body producing middle level accountants, offering wide array of opportunities to thousands of students and members island wide, which has produced more than 48,000 Passed Finalists up to now, offers you to be a part of the team

JOB PROFILE

Assist with Head of Business School in achieving its objectives through ensuring and developing the quality standards of overall education and delivery while identifying the lucrative target markets to develop curriculums achieving profitability of the Business School and establish it as the most recognized Educational Institute among its stakeholders.

RESPONSIBILITIES

- Direct and manage programs conducted by AAT Business School and supervise operations.
- Develop new curriculums after identifying new opportunities for course development and revamp existing curriculums periodically with the support of curriculum development committees.
- Identify new opportunities to develop strength of AAT Business School and its regional presence
- Develop good relationship with local and foreign universities for collaborations for AAT Business School students
- Conduct the governing study board committee meetings for the AAT Business School periodically and initiate necessary suggestions & recommendations accordingly
- Develop and manage study text books for each programs
- Build good relationship with lecturers and develop and maintain mechanism to check syllabus coverage of each program
- Proven leadership skills to lead a team of course coordinators
- Supervise lectures and educate staff and keep track of student performance and syllabus coverage
- Identify the syllabus of each course and moderate question papers accordingly while maintaining confidentiality
- Oversee compliance with educational policies, success of programs and engage in daily operations of all business school activities
- Plan, schedule and execution of all examinations in collaboration with the Head of Business School and release results of each course as per the stipulated time frame while ensure effective quality assurance polices, systems, and controls

Head of Human Resources & Administration

Association of Accounting Technicians of Sri Lanka
No. 540, Ven. Muruththettuwa Ananda Nahimi Mw,
Narahenpita, Colombo 05.



0112 559 669



www.aatsl.lk

ASSISTANT MANAGER BUSINESS SCHOOL

PERSON SPECIFICATION

- Degree in Business Management from a recognize university is a must and MBA would be an added advantage
- Minimum 3 years of experience in reputed University or education Institute as an academia
- Experience of conducting Academic Research
- Sound Knowledge on education system in Sri Lanka
- Proficiency in MS Office package
- Excellent organization and analytical skills
- Good communication skills
- Age between 30 - 40



SCAN TO FIND MORE ABOUT AAT SRI LANKA

If you are confident of your capabilities and look forward to a challenging and promising career, please email your detailed CV with a recent photograph to hr@aatsl.lk to reach within 07 days of this advertisement. Please mention the post of "ASSISTANT MANAGER - BUSINESS SCHOOL" on the left hand corner of the envelope or subject line of the e-mail.