

TRAINEE STUDENT INTERNSHIPS

Step Into Leadership at the Premier Institute for HR in Sri Lanka!

Chartered Institute of Personnel Management (CIPM) Sri Lanka (Inc.), the nation's leader in Human Resource Management, which is fast expanding to meet the current and emerging demands of the HR Profession, requires a self-motivated, results-oriented professional to fill the vacancy of the **Trainee – Student Internships**.

The ideal candidate should possess a pleasant and outgoing personality, willing to take responsibility and initiative to handle assigned tasks within specific time limits. He/she should be adaptable to working in a challenging work environment.

JOB PROFILE

- Promote internship opportunities for students of CIPM in corporates.
- Shortlist candidates to facilitate placements in corporates.
- Maintaining internship records in internship Handbook.
- Launch digital marketing campaigns.
- Identify companies recording HR interns.
- Maintaining positive relationships with HR Heads of corporates.
- Create a database with CVs of existing and passed-out students.

QUALIFICATIONS AND EXPERIENCE

- G.C.E A/L with a Diploma in Marketing/ Business Management.
- Previous experience in marketing/ student management will be an added advantage.
- Strong communication skills in English & Sinhala.
- Sound knowledge & experience in MS-Office including Word, Excel & Outlook.
- Willingness to work on weekends.

WHY JOIN CIPM?

- Be part of a prestigious national institute shaping the HR profession in Sri Lanka.
- Enjoy career growth in a leadership role within a respected professional education provider.
- Collaborate with a committed team across four regional centres and multiple study hubs.
- Benefit from international affiliations such as CIPD UK & CMI UK.

Remuneration for the above position is negotiated and will be commensurate with qualifications and experience.

Interest applicants please toward your CV with the relevant contact information of two non-related referees to reach **careers@cipmlk.org** or to the following address within 14 days. Please include the position applied for in the subject line of the e-mail or on the top hand corner of the envelope.