



# THE INSTITUTION OF ENGINEERS, SRI LANKA

The Institution of Engineers, Sri Lanka, the apex body of the Engineering profession in Sri Lanka, invites applications from suitably qualified persons for the above posts.

## POST OF DIRECTOR EDUCATION

### Responsibilities:

Conducting Continuous Professional Development programs for Engineers, conducting qualifying examinations for those who wish to obtain and/ or upgrade membership of the IESL and evaluating the course contents of Engineering degree programs of educational institutions seeking recognition from IESL.

### Qualifications:

The successful candidate will have a Bachelor's degree in Engineering/ Science/ Management and be a Member of the relevant professional institution. The candidate should be well versed in IT skills and should have a pleasing personality with excellent communication skills. He/ she should be able to deal effectively with professional institutions and professionals. Candidate with teaching experience in a Faculty of a recognized University will have a definite advantage.

### Experience:

Minimum of 10 years post qualifying experience (after the degree) of which at least 5 years should be in a senior administrative position in an education institution.

**Remuneration:** Negotiable

**Age:** 35-55 years at the initial recruitment.

**Other Benefits:** You are entitled for payments for working on holidays

The appointment will be on contract basis initially for one year and renewable subject to satisfactory performance.

Please forward your application indicating the names of two non-related referees and copies of your certificates to [hr@iesl.lk](mailto:hr@iesl.lk) with a copy to [es@iesl.lk](mailto:es@iesl.lk) by mentioning the applied position as the subject line or by registered post (mark the position on the top left hand corner of the envelope) to the following address, on or before January 20, 2025.

## POST OF ASSISTANT MANAGER – CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

**Age:** 30- 45 at initial recruitment

**Salary Scale:** Rs.48,750 + (1000x12+1,200x12) + transport allowance (Rs. 5,000) + cost of living allowance (Rs. 17,800)

**Educational Qualifications:** Bachelor's Degree from a Recognized University.

**Experience:** overall experience of 10 years out of which a minimum of 3 years experience after the completion of the degree.

### Other Requirements:

- Dynamic-results oriented individual with right attitudes & ability to learn fast
- High degree of responsibility, accountability and customer service skills
- Ability to manage external relationships, partnerships and negotiations
- Fluency in English and excellent computer literacy
- Coordination, Communication, Presentation and report preparation skills
- Ability to work late hours and weekends collaboratively with diverse teams

### Duties & Responsibilities:

- To promote, expand, plan and implement Continuing Professional Development Programs recommended by the CPD committee of the Institution.
- Preparation of marketing material and flyers of the CPD programs in consultation with the CPD Chairman and arranging publicity, convincing organizations and individuals for participation.
- To carefully and systematically monitor the CPD programs and logistics with the objective of achieving highest levels of quality and outcomes.
- To study the trends related to CPD in other Engineering Institutions in the world to examine whether such trends could be absorbed to the Institution.
- To attend, follow up and minutes preparation of the CPD committee meetings.
- Preparation of cost proposals, cost control and budgeting and arranging relevant payments to resource persons of the CPD programs.
- Prepare reports and briefs for committees, subcommittees and the Council.

**Other Benefits:** You are entitled for overtime payments and holiday payments

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**Chief Executive Officer/ Executive Secretary**  
**The Institution of Engineers, Sri Lanka**  
**120/15, Wijerama Mawatha, Colombo 7.**