



THE INSTITUTION OF ENGINEERS, SRI LANKA

120/15, Wijerama Mawatha, Colombo 07

POST OF ASSISTANT MANAGER - (EDUCATION)

The Institution of Engineers, Sri Lanka (IESL) is a signatory to International Accords and it accredits engineering degree programs conducted by local Universities and other Higher Education Institutions. In this regard, the IESL wishes to engage the services of a suitably qualified person with an academic background in the field of engineering.

- **Age :** 30-45 at initial recruitment
- **Salary Scale :** Rs.48,750 + (1000x12+1,200x12) + transport allowance (Rs. 8,000) *
Cost of living allowance (Rs.17,800)
- **Educational Qualifications :** Bachelor's Degree from a Recognized University.
- **Experience :** Minimum of 5 years' in a related Field.
- **Other Requirements :**
 - Result 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 :**
 - Coordinate engineering degree recognition and qualification assessment processes, liaising with universities, evaluation panels, and relevant stakeholders.
 - Prepare committee agendas, minutes, reports, and official correspondence.
 - Ensure the timely processing of applications while maintaining a high standard of stakeholder service.
 - Assist in the implementation and continuous improvement of education policies, procedures, and quality management systems.
 - Maintain ISO 9001 documentation and education-related records.
 - Supervise the administrative operations of the Education Section and support education-related projects.
 - Perform any other duties and special assignments as assigned by the Management/Director Education

Please forward your application indicating the names of two non-related referees and copies of your certificates to hr@iesl.lk with a copy to opr.mgr@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 envelop) to the following address, on or before 24th August, 2026.

Chief Executive Officer/Executive Secretary

The Institution of Engineers, Sri Lanka
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