



Institute of Library and Information Sciences University of Colombo

Post of Coordinator (Learning Management System and Website) (On Assignment - One year)

The NILIS will entertain applications from suitably qualified persons for the above post up to 10th August 2026.

Post of Coordinator (Learning Management System and Website)

01. Qualifications Required:

1. A First class or Second class (Upper) division in a special Degree in Information Technology, Computer Science, Computer Engineering, Multimedia, Software Engineering, Bachelor Information Technology, any other degree with a significant component IT,

OR

2. A Second class (lower division honours) in a special Degree in Information Technology, Computer Science, Computer Engineering, Multimedia, Software Engineering, Bachelor Information Technology, any other degree with a significant component IT,

OR

3. Pass in a special Degree examination in Information Technology, Computer Science, Computer Engineering, Multimedia, Software Engineering, Bachelor Information Technology, any other degree with significant component IT,

OR

4. Pass in a General Degree examination with a recognized Postgraduate qualification in Information Technology, Computer Science, Computer Engineering, Multimedia, Software Engineering, Bachelor Information Technology, any other degree with significant component IT

02. AGE : Not more than 45 years

03. MONTHLY REMUNERATION

Rs. 68,145+ Rs. 17,800 (Cost of Living Allowance)

The selected candidate will be a member of the Employee Provident Fund as well as of the Employee Trust Fund. He/ She will contribute 8% of his/her monthly salary to the Employee

Provident Fund and at the same time Institute will contribute 12% to the Employee Provident Fund. The Institute will make a contribution equivalent to 3% of his/her monthly salary to the Employee Trust Fund.

04. Required Skills

- (1) Excellent Knowledge in Office Packages, Content Management Systems (Preferable – Wordpress, Moodle) and Online Teaching Content Creation
- (2) Knowledge in Video Recording and Editing Packages (Preferable – OBS and Adobe Premier), Social Media Platforms, Windows and Mac Client Operating Systems
- (3) English Language Proficiency and Presentation Skills

Knowledge in programming, databases, and computer hardware will be an added advantage.

05. Duties

1. Administration and maintenance of the NILIS Learning Management Systems.
2. Uploading and updating course materials and other learning resources to the LMS and Youtube.
3. Monitoring system performance and coordinating with relevant service providers when necessary.
4. Updating and maintaining the official NILIS website with accurate and timely information.
5. Designing and publishing web content relating to academic programmes, notices, events, research activities, and institutional announcements.
6. Ensuring website functionality, accessibility, and information security.
7. Preparing periodic reports on LMS and website utilization and performance.
8. Performing any other related duties assigned by the Director.

Note:

Appointment is for a period of one year with the possibility of extending it for a further period of one year depending on satisfactory progress.

Duly prepared curriculum vitae with relevant certificates copies should be sent via email (sar@nilis.cmb.ac.lk) to reach Senior Assistant Registrar, National Institute of Library and Information Science, University of Colombo, Colombo 07 on or before 10.08.2026. The post should be indicated on the subject area of the email.

Director

NILIS

2026.07.22