Qualifications Manager

The Chartered Institute for Securities and Investment is the leading Chartered Professional Body for Securities and Investment Professionals globally.

CISI’s purpose is “To champion lifelong learning and integrity, raising individual standards of knowledge, skills and behaviour globally to enhance public trust and confidence in financial services.

Headquartered, in United Kingdom and established almost 30 years ago, it has, net reserves worth over Rupees 3 Billion (30,000 lakhs) and a workforce of over 170 staff globally.

Colombo is the Institute’s key operational hub outside London, assisting us to service our members and the leading financial centres worldwide.

We are looking for a candidate with the following skills and experience to work in the qualifications department:

- An excellent standard of written and spoken English
- Excellent attention to detail, and accuracy in your work
- Customer service skills
- Project management and organisational skills, with the ability to prioritise your own workload, take ownership, and work independently to strict deadlines
- Analytical skills – the ability to review documentation and statistics to solve problems and recognise trends in performance of assessments
- Strong interpersonal skills, as you will be leading meetings of industry specialists and engaging with colleagues of all levels
- IT skills – word, excel, and familiarity with databases and experience of working with one or more reporting tools
- A degree or equivalent level of education

The key responsibilities of the role will fall broadly into the following areas:

As Qualifications Manager, you will report to a Senior Qualifications Manager and be responsible for a section of our portfolio of professional qualifications, using multiple choice and narrative assessments. You will be responsible for:

- syllabus development, liaising with subject panels made up of industry practitioners, who are subject matter experts, and internal stakeholders to ensure they are relevant and valid for today’s practitioners
- monitoring and maintaining question banks
• using our assessment software to construct and publish exams in accordance with test criteria and deadlines
• analysing and responding to feedback from candidates.

There will be a comprehensive training programme provided for the successful candidate.

There will be a competitive remuneration package on offer which includes after probation period:
• A friendly work environment
• Relevant training
• Medical benefits
• Insurance Cover and Travel Allowance
• Sports club subsidy