

Manager – Digital

Create. Animate. Innovate.

Our Colombo office is a creative hub powering CISI's global learning solutions and we are on the lookout for a **Manager – Digital** who loves bringing content to life.

If developing digital content get you excited, this role gives you the space to **create, experiment, and make a real impact** all within a supportive, creativity-driven culture.

How You Will Make an Impact :

- ✓ Assist in commissioning, updating and producing a wide range of digital products. Provide responsive support and guidance to internal and external customers regarding content queries or digital product issues.
- ✓ Produce, review, edit and update a range of learning materials—including workbooks and digital modules—in line with agreed production schedules and qualification syllabuses.
- ✓ Format learning content using established house style guidelines.
- ✓ Maintain responsibility for allocated products, ensuring accuracy, consistency and timely updates.
- ✓ Add, proofread and format content for new and existing digital products.
- ✓ Produce and manage digital assets such as animation scripts, animations (using Synthesia), simple motion graphics to enhance learning products.
- ✓ Liaise with authors, subject-matter experts, financial services practitioners, proofreaders, reviewers and internal teams to ensure high-quality content production and timely delivery.
- ✓ Work closely with qualifications managers to ensure digital products are regularly maintained and updated.
- ✓ Excellent communication skills in English, both verbal and written and the ability to work with our Sri Lanka and London staff
- ✓ The ability to assimilate knowledge quickly and efficiently
- ✓ Flexible and enthusiastic approach
- ✓ Experience working for a global organisation with a remote head office, would be useful but is not essential

Your weekday creative space: Colombo office, 9:00 am–6:00 pm.

Enjoy a competitive salary and great benefits after probation, including:

- ✓ Hospitalization & Life insurance Cover for you, your spouse, and children
- ✓ Medical reimbursement , Travel & Wellness Allowance
- ✓ Hybrid working arrangements

✓ **Think this role is your next creative move? Send us your resume with the position in the subject line to careers@cisi.org**