



Zahira College, is one of the prominent educational institutions in the country with a history of over 131 years. We are looking for a passionate, dynamic and inspirational candidate with proven track record and relevant educational background with sufficient experience for the following position:

### **HEAD OF PRIMARY**

Head of Primary should have a sound knowledge of the technicalities of Primary School Leadership and Administration to lead the Primary Section which consists of classes from grade 1 to 5 in the English, Sinhala and Tamil mediums.

#### **Responsibilities**

- Providing effective leadership to more than 120 academic staff and 2000 plus students
- Formulating and developing strategic plans to achieve the KPIs stipulated in the Academic year plan of the College
- Administering the Section to provide quality service to the students & parents while considering the resources budgetary aspects, etc
- Monitoring the academic and nonacademic performances and ensuring the quality improvement of the same

#### **Qualification & Experience**

- Must be a proactive person with the right attitude to take initiatives to drive the Section to the highest level with required commitment and perseverance
- Should be a Top Caliber Educationist with a proven track record both at Teaching Level and as a School Administrator with more than 10 years' experience at a senior management level
- Should possess very good interpersonal skills, communication and problem-solving skills
- Should be a Master Degree holder or Graduate of a Recognized University in Sri Lanka or Overseas with supporting Degrees/Diplomas in Education and should be a Trained Teacher or with a Post Graduate Diploma in Education
- Must be computer literate
- Should be proficient in English & Sinhala/ Tamil. Being trilingual is an advantage

A very attractive salary package is ensured

If you are interested, please forward your Curriculum Vitae Indicating the **post** along with the names and addresses of two non – related Referees within 10 days of this advertisement by email or post to

Principal  
**Zahira College**  
P.O. Box 861 | Colombo  
Email: [careers@zahiracollege.lk](mailto:careers@zahiracollege.lk)