



Zahira College

Zahira College, one of the prominent educational institutions in the country with a history of over 132 years, is looking for a passionate, dynamic and inspirational candidate with proven track record and relevant educational background with sufficient experience for the following positions:

HOSTEL WARDEN

Responsibilities

- To ensure the safety and security of students within the hostel premises
- To Implement and enforce hostel rules and regulations to maintain discipline and order
- To maintain accurate records of students, including personal details, educational information, emergency contacts, and any specific health concerns
- To ensure that hygiene standards are maintained in the food provided and healthy environment is maintained in common areas and individual rooms
- To submit monthly reports on hostel activities, incidents, and other relevant matters to the College management
- To maintain required inventory of all the belongings of the Hostel

Qualifications & Experiences

- Should have at least 5 years' experience with a sound educational background.
- Should have served in similar capacity in a reputed school
- Must be able to work in English
- Preference will be given to qualified person in the age range of 45 to 55 years and who is trilingual
- Qualifications/ Experiences in sports will be an added advantage

Please forward your Curriculum Vitae indicating the *post* applied for 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

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Email: careers@zahiracollege.lk

www.zahiracollege.lk