

Qualifications Manager

Join Our Global Learning Team at CISI!

We are looking for dynamic and driven Qualifications Manager to join our Global Learning team in Colombo. As a Qualifications Manager, you will oversee our diverse exam portfolio, ensuring that our assessments meet regulatory and industry standards. You will collaborate closely with industry experts to maintain the relevance and quality of our qualifications.

Our Working hours are Monday to Friday, 9am to 6pm, and we are closed on Poya days.

Check out this video we made to give you a glimpse into life at CISI. Please click [here](#)

Key Responsibilities:

- Plan and manage the development, review, monitoring and maintenance of assessments according to agreed quality standards, timescales and procedures, to deliver validity, reliability and comparability.
- Actively lead and manage subject specialist panels for a designated portfolio of qualifications, ensuring appropriate practitioner support is used to maintain the quality and relevance of syllabi and assessments.
- Manage internal and external stakeholder relationships, to ensure that qualifications and assessments are current, up-to-date and meet stakeholders' needs.
- Work effectively with external specialists to commission assessment content and confirm that it is fit for purpose.
- Manage assessment publication processes according to agreed quality standards, timescales and procedures.
- Review and report on the performance of the designated portfolio
- Inform the content of public-facing information and communications relating to their designated portfolio.
- Contribute to the development of new or revised qualifications, assessments and CISI learning materials.
- Work effectively with other CISI teams and departments and be the main point of contact for queries about the content and assessment of their designated portfolio.

We are looking for talented individuals with the following qualifications:

- A degree or equivalent in any subject or at least 2 years' experience of managing a qualifications portfolio in another awarding organisation or similar
- Strong statistical analysis skills, capable of analysing and interpreting statistics and producing reports
- Excellent communication and interpersonal skills, written and oral, with the ability to influence and manage external stakeholders
- Project management skills

Personal Attributes:

- A passion for the development and delivery of valid, reliable and fair qualifications
- A clear communicator who is able to work across a range of teams working to different drivers
- A demonstrable understanding of regulatory frameworks and compliance culture
- Adaptable and resilient, able to thrive in a dynamic global commercial environment
- Strong ethical standards and commitment to promoting integrity in financial services
- Continuous improvement mindset with a passion for professional development and industry advancement

Why Join CISI?

At CISI, you'll have the opportunity to contribute to the development of qualifications that shape the future of the financial services industry.

Apply now to be part of a global team that is transforming the world of financial services education!

We also offer a competitive salary and a wide range of benefits after probation. These benefits include:

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

Apply now by sending your resume to careers@cisi.org with the position title in the subject line.