



**Incorporated Council of Legal Education  
Sri Lanka Law College**

**VACANCY**

We are looking for a motivated and skilled **IT Officer** to manage and support our institution's **Learning Management System (LMS/SMS)** and handle general IT-related duties. The ideal candidate should have strong technical knowledge, problem-solving skills, and the ability to support staff and students /users efficiently.

**The selected Candidate will be responsible for:**

- LMS / SMS / SIS Technical Support & Coordination
- Website Management (WordPress)
- End User IT Support (Helpdesk / Hardware & Software)
- Server, Network & Infrastructure Administration
- General IT Operations & Security

**Required Qualifications & Skills:**

- Bachelor's Degree or HND in Information Technology, Computer Science, or a related field.
- Minimum **two** years of work experience in the IT field, preferably with familiarity to handling LMS/SMS/SIS platforms.
- Strong knowledge of Windows Operating Systems and hands - on PC/laptop hardware & software troubleshooting.
- Basic to intermediate Linux server administration knowledge (Ubuntu/CentOS preferred).
- Knowledge of networking fundamentals — DNS, DHCP, LAN/WAN, IP addressing, and basic routing.
- Experience in WordPress website management (content, plugins, themes, uptime, security).
- Excellent communication and interpersonal skills — able to liaise effectively with internal teams and external vendors/service providers.
- Strong orientation capacity with the ability to explain technical issues clearly to non - technical users.
- Ability to work independently, priority tasks, and manage multiple IT responsibilities simultaneously.

**What We Offer:**

- Competitive remuneration package
- Employment at a prestigious institution
- Friendly and professional working environment

**Nature of Appointment:** On contract basis (made permanent based on performance)

**How to Apply:**

Interested candidates are invited to send their CV along with two non-related referees to reach the Principal, Sri Lanka Law College via email to [recruitments@slc.ac.lk](mailto:recruitments@slc.ac.lk) on or before 04.06 2026.

The Principal  
Sri Lanka Law College  
Colombo – 12

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