

# PEOPLE'S BANK

People's Bank, a premier bank in Sri Lanka with the largest customer base providing innovative financial solutions to its diversified clientele for over six decades and as a conducive environment for those who strive to achieve excellence and believe in professionalism, the bank is looking for a talented & dynamic individual to fill the following supportive position.

## ASSISTANT FIRE & DISASTER RECOVERY OFFICER

Duties and responsibilities of Assistant Fire and Disaster Recovery Officer among others are,

- Making recommendations for unsafe situations identified by having visited the respective locations.
- Identifying high risk areas and take remedial actions.
- Maintaining fire security systems that have been setup at Head Office and other locations island wide in compliance with CIDA fire safety regulations.
- Directing the external companies/ reports evaluation/ recommending payment for the purpose of servicing and maintaining the first aid, fire extinguishing equipment located in the Branch network.
- Adding fire safety units to the branch network annually and directing contractors for their maintenance.
- Deploying contractors for the maintenance and servicing of the said systems
- Conducting training programmes covering all the regions
- Maintaining the disaster recovery plan and business continuation plan of the bank and regular updating.

### Educational Qualifications

- Should have passed G.C.E (Ordinary Level) examination with minimum six subjects including 4 credit passes with passes for Sinhala/Tamil language and Mathematics

### Professional Qualifications and Experience

The candidate should possess one of the following professional qualifications.

- Minimum Level 3 Diploma of the Institution of Fire Engineers, UK with 05 years experience in a professional fire extinguishing institution.

OR

- Minimum preliminary examination of Institution of Fire Engineers, UK with 10 years experience in a professional fire extinguishing institution.

### Age

Age should be preferably below 45 years of age as at closing date of applications.

### Other requirements

- Should be in good physical health
- Should be able to conduct lectures regarding fire safety and conduct practical sessions
- Basic knowledge on MS Office (Word/Excel/Power point)
- Excellent written and oral communication skills in Sinhala and English.

### Method of Selection

Shortlisted applicants based on the stipulated qualifications and experience will be called for an interview.

### Conditions of Employment

This will be on contract basis and performance will be evaluated annually.

### Remuneration

An attractive remuneration package commensurate with qualifications and experience will be offered to the selected candidate.

### Applications

Please send details of achievements and experience relevant to the job applied for together with your curriculum vitae along with copies of certificates and contact numbers of two non-related referees. The post applied for should be stated on the top left hand corner of the envelope and should reach the address given below on or before 08.05.2023.

All applications will be treated in strict confidentiality and any form of canvassing will be regarded as a disqualification. All incomplete and Non - complying applications will be rejected.

The Bank reserves the right to decide the number of vacancies, postponement or cancellation of recruitment or on any other information not included in the advertisement.

**Deputy General Manager (Human Resources)**  
People's Bank - Head Office  
NO. 75, Sir Chittampalam A Gardiner Mawatha,  
Colombo - 02.



**PEOPLE'S  
BANK**

**Pride of the Nation**

AA- (Ika) Fitch Rating, AAA- Brand Finance Rating  
People's Bank is a licensed commercial bank supervised by the Central Bank of Sri Lanka.