SEC | SECURITIES AND EXCHANGE COMMISSION OF SRI LANKA

The Securities and Exchange Commission of Sri Lanka (SEC) is responsible for the regulation and enablement of a fair, orderly, efficient and transparent Capital Market and ensuring professional and good governance standards in the industry.

The SEC is looking for self-motivated team players with integrity, self-discipline, ethical conduct, ability to maintain confidentiality and strong interpersonal skills for the following position;

ASSISTANT DIRECTOR - HUMAN RESOURCES

The Assistant Director Human Resources will head the Human Resources Division and have overall supervision of the Division. The Assistant Director shall be responsible for all Human Resources related functions.

Major responsibilities inter-alia include;

- strengthening the Human Resources Plan of the Secretariat;
- attending to processes relating to recruitment and selection of staff to the Secretariat;
- developing and implementing a sound Performance Management system;
- planning and developing a career progression path for the staff;
- addressing the training and development needs of the staff on an on-going basis;
- attending to matters pertaining to staff welfare and employee grievances, disciplinary actions etc

The successful candidate shall have;

- a Bachelor's Degree in Human Resource Management (HRM) or any other discipline with specialization in HRM from a recognized University or be an Attorney-at-Law with experience in the field of Human Resources;
- preference will be given to candidates who possess a class in the Bachelor's Degree or possess a Master's Degree;
- possess a demonstrable track record in managing Human Resources with a minimum of 8 years of experience at senior managerial or managerial level with well-developed Human Resources skills to spearhead a professional team. Knowledge/experience in the Government Administrative Procedures will be an added advantage;
- be articulate, analytical and decisive with excellent communication skills in English, Sinhala and/or Tamil and be computer literate. Negotiation and presentation skills will be a distinct advantage

Age : Candidates should be between 30 and 50 years. The upper age limit will not be applicable for internal applicants and candidates in the government sector organisations.

Please apply with names and contact details of two non-related referees indicating the position on the top left hand corner of the envelope to reach the following address by registered post or e-mail your curriculum vitae to recruitments@sec.gov.lk on or before 15th May 2023.

The Director General,
Securities and Exchange Commission of Sri Lanka,
Level 29, East Tower, World Trade Center,
Echelon Square, Colombo 1.
Website : www.sec.gov.lk

The selection will be by way of an interview and only the shortlisted candidates will be contacted.

Canvassing in any form will be a disqualification