

*Pan Asia Bank, The Truly Sri Lankan bank, with over twenty-seven years of presence in the Banking Industry, is on an ambitious growth trajectory.*

*The Truly Sri Lankan Bank, was recognized at the National Business Excellence Awards organized by the National Chamber of Commerce of Sri Lanka with two prestigious awards, the Runner-up Award for the Banking sector and the Merit Award for Corporate Governance categories. These awards are a testament to strong financial/business fundamentals and how well the bank has laid a framework to mitigate any risks. In addition, Pan Asia Bank was also selected by LMD as one of the top 15 'Most Awarded Entities' in Sri Lanka.*

*We are looking to handpick a dynamic, results-oriented and highly motivated individual to join us on this exciting journey and to make a positive contribution as a valued member of our growing organization.*

## **EXECUTIVE – HR SYSTEMS AND GOVERNANCE**

### **Human Resources Department**

#### **Job Profile:**

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#### **HR Information Systems**

- Drive system module implementation
- Act as the Administrator in supporting and advising to queries/ issues raised with regard to HRIS
- Recommend improvements and manage/maintain employee profiles in the HR Information system whilst ensuring data security and confidentiality
- Coordinate with the vendor in settling troubleshooting matters
- Conduct training for staff on HRIS at Induction programmes

#### **MIS, Matrix and Analytics**

- Prepare reports on all HR-related activities in order to update the HR dashboard
- Effectively interpret data to facilitate decision making

#### **Audit and Compliance**

- Submit periodic reports/ papers to Management and other regulatory authorities on time
- Attend to Compliance/ Audit related queries and be in line with the Compliance Tracker
- Assist in reviewing policies, procedures and circular instructions in order to update the HR process flow manual

#### **Candidate Prerequisites:**

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- Degree or any other full/part professional qualification in Human Resource Management from a recognized institution
- Minimum of 3-5 years work experience in a similar capacity
- Hands-on experience in handling an HR Information System (MiHCM is preferred)
- Must be ready to work under pressure with a positive attitude
- Excellent oral and written communication skills
- Excellent interpersonal and negotiation skills
- Good knowledge of MS Office packages
- Should be below 30 years of age

#### **Remuneration:**

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The successful candidates will be provided with an attractive remuneration package including fringe benefits, commensurate with industry standards and will be **placed to an appropriate grade based on the level of competencies and experience.**

Please forward your resume within 07 days of this advertisement, stating the contact details of two non-related referees, to [careers@pabcbank.com](mailto:careers@pabcbank.com) indicating the position applied for in the "Subject" line. Information forwarded by you shall be treated strictly confidential and referees shall be contacted with your consent.

**Head of Human Resources,  
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