



# Growth is a mindset. Ready to nurture yours?

Seylan Bank, one of the most progressive banks in the country, is seeking a competent and forward thinking person to fill the following vacancy. This is your opportunity to join our dynamic team and move towards your career goals.

## Senior Systems Administrator - Human Resources

### Job Responsibilities

- Administer and maintain HR information systems, including user access, data accuracy, and system updates
- Collaborate with HR and IT teams to troubleshoot and resolve system issues promptly.
- Generate and analyze HR reports to support data-driven decision-making
- Completion of IT projects related to HRIS
- Plan and administer DR test of HRIS in collaboration with IT team.
- Resolve issues identified in vulnerability assessment and audit findings in collaboration with IT team.
- Manage time and attendance devices located at Seylan Head Office branch network ensuring real time data synchronization with HRIS.
- Support bank staff on issues / queries related to web based HR system.
- Support HR staff with IT related matters
- Test newly developed web based systems
- Ensure compliance with data privacy and security regulations

### The Person

- Minimum 06 years of experience out of which 03 years in HR Systems Administration or a similar role. (Preferably in banking sector)
- Full or part professional qualification in IT or related field from a recognized university.
- Degree or a professional qualification in HR or Management would be an added advantage
- Proficiency in HR information systems, windows servers, active directory, IIS server and virtualized server environment.
- Knowledge in relational Database Management Systems, structured Query Language (SQL), crystal reports, backup/restore technologies, general networking concepts.
- Strong analytical skills with the ability to interpret and present data effectively.
- Excellent communication skills and a collaborative mindset.
- Attention to detail and commitment to data accuracy.
- Knowledge of HR processes and regulations.
- Ability to work under pressure and long hours

If you fulfill the above criteria, we invite you to email your CV along with a recently taken photograph to [careers@seylan.lk](mailto:careers@seylan.lk) within 7 days of this advertisement."