

BUILD YOUR CAREER WITH CARGILLS BANK



Assistant Manager/Senior Executive – HR Training & Development

KEY RESPONSIBILITIES

- ✓ Identify and assess future and current training needs of all the departments
- ✓ Plan and organise training and staff development programmes in liaison with the internal resource panel/ external facilitators and assess the effectiveness of training
- ✓ Facilitate employee development activities and training events
- ✓ Conduct effective induction programs for new staff
- ✓ Lead and drive the employee engagement activities within the organization and assist in all organizational development interventions
- ✓ Assist in preparing the annual training budget and formulating the overall training plan for the organization
- ✓ Develop a skill matrix of internal resources and assist in maintaining the talent pool
- ✓ Maintain track records of accurate/up to date statistics on training & cost
- ✓ Keen to initiate new training trends, knowledge enhancements and best practices
- ✓ Support the HR team in other HR related matters when required

EXPERIENCE & QUALIFICATIONS

- ✓ Minimum 5 years of experience in HR with a minimum 2 years into Training and Development
- ✓ Bachelor's degree/ Professional Qualification in HRD or Full/Part qualification in Banking is preferred
- ✓ Diploma or a Certificate in Training & Development will be advantageous
- ✓ Motivated to take new challenges with minimal direction
- ✓ Excellent communication skills (Spoken & Writing) & Inter-personal skills
- ✓ Overall understanding in Banking is preferred
- ✓ High proficiency in computer literacy
- ✓ A team player, with a performance driven and service-oriented mindset

Interested candidates are invited to forward their CVs to career@cargillsbank.com mentioning the post applied for, in the subject line of the email on or before **20th October 2023**.

Head of Human Resources

Cargills Bank Limited

No. 696, Galle Road, Colombo 03.

Log in to: www.cargillsbank.com

