



HDFC BANK

This is an ideal opportunity to advance your career in banking, with a bank which has served the nation for four decades standing by all stakeholders, providing shelter and support in fulfilling the aspirations of Sri Lankans including business community through diversified financial solutions.

The Bank is in the process of chartering into new vistas of development banking.

The HDFC Bank is looking for competent, dynamic & result-oriented individuals with a proven track record to fill the following positions.

HEAD OF CREDIT & RECOVERY (DGM GRADE)

Key Responsibilities :

- Responsible for overall Credit and Recovery Functions and for developing and adopting proper strategic plans, policies and procedures to streamline the functions and for achieving specific performance and budgetary targets.
- To ensure quality credit and thereby taking initiatives to manage the credit and recovery risk of the Bank in line with Bank's policies.
- To inculcate proper credit and recovery culture within the Bank by providing necessary training and developing the skills and competencies of the credit and recovery teams and ensure strict adherence to the process and policies, as well as regulatory guidelines whilst at the same time ensuring proper adoption by the credit and recovery team members.
- Assess the existing framework of credit and recovery risk management on bank-wide basis and report deficiencies and recommend areas for improvement. Manage the entire credit and recovery risk by identifying, measuring, monitoring and implementation to manage these risks effectively.
- Periodically review best practices in the areas.
- Establish compliance with the governance framework provided by the Central Bank of Sri Lanka.
- Manage portfolio quality and credit growth based on approved budget.
- Train and develop branch staff on credit and recovery function.
- Facilitate to develop new credit instruments while customizing existing credit instruments to suit market needs.
- Providing overall leadership to the Credit and Recovery Divisions including Branch network, setting goals and objectives to support the organisational strategic direction and overall management of Credit and Recovery functions.

Eligibility Criteria :

- Bachelor's Degree or full professional qualifications in Business Management, Finance, Accountancy, Law, Marketing, Economics or any other relevant discipline from a recognized institution preferably with Credit Management/Banking qualifications.
- Master's in Credit Management, Business Management, Finance, Marketing, Banking or any other similar discipline will be an added qualification
- Over 15 years' experience in a recognized Bank or financial institution covering Credit and Recovery areas and 8 years in a Senior Management position.

Age Limit : Preferably below 56 years.

COMPANY SECRETARY

Depending on the relevant experience of the potential candidates, the Bank reserves the right to place the selected candidate on either position of Chief Manager Grade or Senior Manager Grade.

Key Responsibilities :

- Convening meetings of Board of Directors and Board Sub-Committees, including adoption of Board Meeting Calendar for each financial year, formulating agendas, collating papers and uploading on the board portal, drafting accurate minutes, timely dissemination of board decision and follow-up of matters arising from meeting resolutions and properly maintaining of minutes.
- Coordinate Annual General Meetings/ Extraordinary General Meetings of the Bank as stipulated by law complying with regulatory compliances.
- Preparation of relevant reports needs to be published in the Annual Report in compliance with the regulatory requirements under Central Bank of Sri Lanka, Colombo Stock Exchange & Securities and Exchange Commission of Sri Lanka.
- Perform company secretarial functions in an efficient and effective manner, while ensuring compliance with obligations in respect of stock exchange regulations, Banking Act and corporate governance guidelines or any other law applicable for the area.
- Proper Corporate disclosures to Stock Exchange and attending to shareholder requirements, etc.
- Liaise with the necessary parties concerned to fulfill the regulatory requirements of Central Bank of Sri Lanka, Colombo Stock Exchange, Securities and Exchange Commission of Sri Lanka, Auditors for corporate governance Audit, necessary ministries, etc.
- Maintaining of required documents as stipulated by law, registers, minute books, shareholder information, etc.
- Monitor changes in relevant legislations and the regulatory environment and review, analyze and prepare reports and recommendations on such changes.
- To maintain minutes of the Board and Board sub-committees, Annual General Meetings/ Extraordinary General Meetings and deliver minutes to Corporate and other relevant Officers on time and oversee the various governance functions of the Bank. The Company Secretary carries out administrative functions and executes documents on behalf of the Bank.

Eligibility Criteria :

- Chartered Secretary
- AND/OR**
- Attorney at law
- Registered Company Secretary at Registrar of Companies (ROC).
- **For Chief Manager Grade** Minimum 10 years post qualifying experience in managerial position.
- Master's or any other similar discipline and experience in similar position at a Bank or financial institution will be an added qualification.
- **For Senior Manager Grade** Minimum 07 years of post-qualifying experience out of which minimum 5 years in managerial position.
- Postgraduate qualification in a related field and experience in similar position at a Bank or financial institution would be considered as an added qualification.
- Should be well conversant with SEC, CSE rules.
- Knowledge in Banking Act, CBSL directions, rules & regulations and other matters relating to the compliance with the regulatory bodies would be an added advantage

Age Limit : Preferably below 55 years.

An attractive remuneration package awaits the right candidates.

APPLICATION PROCEDURE

Applications with two non-related referees should be sent via email to : **careers@hdfc.lk on or before 07.04.2024** indicating the position applied for in the subject line of the e-mail.

Those who do not possess the required qualifications and experience as at the closing date will not be eligible to apply for the above posts. Any application not meeting the required qualifications or received after the deadline will be rejected without any notice.

Candidates who fail to provide originals of relevant documents at the interview will not be appointed under any reason for this post.

Any form of canvassing will be a disqualification.

HDFC Bank reserves the right to postpone or cancel the recruitment. Only shortlisted candidates will be contacted for the next step of the recruitment process.

Assistant General Manager - Human Resources & Administration

HDFC Bank of Sri Lanka

P.O. Box 2085,

Sir Chittampalam A. Gardiner Mawatha, Colombo 02.

Telephone : 0112356800

www.hdfc.lk