



HDFC BANK

This is an ideal opportunity to advance your career in banking, with a bank which has served the nation for over four decades. We are 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 individual with a proven track record to fill the following position.

HEAD OF HR & ADMINISTRATION

Overall management and implementation of the Bank's HR and Administration strategies and policies, overseeing specific HR and Administration functions.

Job Profile :

- Oversee all HR functions including recruitments, training & development, talent acquisition, performance management, rewards, recognition and employee relationship management and engagement etc.
- Close monitoring of the manpower sourcing, placement and transfers to fill the required headcount in a timely manner.
- Facilitate Training & Development Programs to enhance employee skills and productivity.
- Lead the performance management process, defining KPI process, setting clear performance goals and conducting evaluations.
- Develop, implement and timely reviewing of HR policies and procedures.
- Design, implement and oversee HR strategies, succession planning that align with the assigned KPIs.
- Address and manage conflict resolution across the bank to maintain a positive work environment and culture.
- Oversee adherence to labour laws, statutory requirements ensuring fairness and compliance with the respective regulatory authorities.
- Monitoring of staff Disciplinary matters according to the Disciplinary Code of the Bank and handle trade union matters.
- Responsible for the procurement functions of the Bank and for implementing transparent procurement procedures, policies and guidelines and administration of the procurement cost effectively.
- Responsible on Bank's Fixed Asset portfolio, periodic verification on fixed assets/non-fixed assets and annual services/repair/maintenance of all fixed assets to control and management of the same.
- Responsible on all payments to suppliers/service providers including all utility bill payments and rental payments on time.
- Responsible on overseeing and providing facilities, services, maintaining and maintenance activities in the Bank.
- Responsible on handling of investment properties.
- Responsible on all administration functions of the Bank.

Candidate prerequisites :

- A Bachelor's Degree in relevant field obtained from a local or foreign university, recognized by the UGC.
- OR
- A full professional qualification in Human Resource Management obtained from a recognized professional institute.

Added qualifications :

- Master's in Human Resource Management, Business Management, Business Administration or any other relevant discipline obtained from a local or foreign university recognized by the UGC.
- Attorney at Law
- With**
- **More than 05 years' Executive experience of which more than 02 years should be at Senior Managerial level, preferably in a Bank or Financial Institution in Human Resource Management and Administration.**
- Excellent written and verbal communication and interpersonal skills.
- In-depth technical expertise in employment law and ability to handle complex and sensitive employee issues.
- Knowledge in new HR trends and best practices.
- **Age :** Should be between 35 years and 55 years as at the closing date of applications.

Remuneration : An attractive remuneration package awaits the right candidate.

APPLICATION PROCEDURE

Applications with two non-related referees should be sent via email to **careers@hdfc.lk** on or before **22nd October 2025** indicating the position applied in the subject line of the e-mail. The referees must include at least one from candidate's previous employment.

Those who do not possess the required qualifications and experience as at the closing date will not be eligible to apply for the above post. 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.

General Manager / Chief Executive Officer
HDFC Bank of Sri Lanka
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