



## OCEAN VIEW DEVELOPMENT COMPANY (PVT) LTD

### CAREER OPPORTUNITY

Ocean View Development Company (Pvt) Ltd is a leading real estate and property development company in Sri Lanka, driven by a vision **"To be on the top of excellence in the property development sector."** With a strong focus on quality, innovation, and customer satisfaction, OVDC specializes in the development of individual homes and condominiums that meet modern urban needs. We are committed to delivering spacious, well-designed properties with reliable maintenance services offered at affordable prices to enhance everyday living.

Our company is seeking qualified and motivated individuals to the following permanent position, subject to a one year probationary period.

#### **Deputy General Manager (Finance, Human Resources & Administration)**

##### **Primary responsibilities**

- Overall administrative and financial control of the Divisions coming under his/her purview.
- Formulation of plans and direct activities to enhance the performance and achieve the targets of the programs and projects, assigned to Divisions coming under his/her purview.
- Provide Necessary advice and information to the Chairman/Managing Director & General Manager on policy matters.
- Attending to coordinating activities between agencies relevant to the DGM division.
- Attending meetings of other institutions as Directed by the GM.
- Provision of the proper guidance to all divisions of OVDC coming under his/her purview and carrying out overall supervision and monitoring of the performance of those divisions.
- Ensuring that necessary training programs relevant to the divisions are conducted.
- Ensuring the fulfillment of the Human Resources Development needs of the division.
- Preparation of various official reports and publications relevant to the division.
- Conducts/ make arrangements to conduct performance appraisal of personnel.
- Perform any other duties assigned by the Chairman/Managing Director & General Manager.

##### **Qualifications**

01. Honors or Special Degree from an Institution recognized by the University Grant Commission, Sri Lanka in Accountancy or Management or commerce any other field allied to Financial Management.

And

02. Full membership of the institute of Charted Accountants of Sri Lanka (ICASL) or Charted Institute of Management Accountants (CIMA) or Corporate Accountants (ACCA).

And

03. Not less than twelve (12) years' experience including eight (08) years post qualifying experience at Senior Managerial Level.

##### **In addition preferable,**

Human Resources Management or Administration or any other field allied to Human Resources Management or Administration Qualifications.

An MBA from recognized institute will be considered an added advantage.

##### **Other Additional Qualifications**

- Strong proficiency in IT applications, including ERP systems and MS Office (Excel, Word, PowerPoint).
- Sound knowledge of financial management, budgeting, forecasting, and reporting.
- Fluency in English, both written and spoken.
- Excellent analytical, problem-solving, and decision-making skills.
- Proven leadership and people management capabilities.
- Strong communication and interpersonal skills.
- Ability to work under pressure and meet tight deadline.

##### **Remunerations**

- Salary scale - Rs (126,000+9x2,088+10x2,506+10x3007= Rs.199,922)

Initial gross salary will be,

Basic	-	Rs. 152,310.00
Cost of living	-	Rs. 17,800.00
Other allowance	-	Rs. 3,000.00

- **Monthly Gross Salary** - **Rs . 173,110.00**

##### **Other Benefits**

- A company-maintained vehicle with an approved fuel quota, medical insurance coverage, and leave encashment, will be offered to the selected candidate.

- EPF contribution will be 10% by the employee; OVDC will contribute 15% and 3% for EPF and ETF respectively.

##### **Application Details**

Interested candidates meeting the qualifications should E-mail their applications / Resume to,

**Email - ovdc123@sltnet.lk**

Application Deadline: **22 January 2026**.

(Applications submitted after the deadline will not be considered)

**Conditions apply.**

**Special Note -**

*The previous closing date of 09 January 2026 has been extended and postponed to 22 January 2026*

For inquires or further information contact,

Manager (HR), Tel- **011-2598317**

Chairman /Managing Director,

Ocean View Development Company (Pvt) Ltd.

" Ocean Tower" 19th Floor, 25 1/2, Station Road, Colombo-04.