

The National Credit Guarantee Institution Limited (NCGIL) is a Public Private Partnership established between the Government of Sri Lanka and 13 leading Shareholder Financial Institutions (SFIs) to support the country's Micro, Small and Medium Enterprise (MSME) sector. The NCGIL provides credit guarantees to SFIs and promotes cashflow based lending for viable MSMEs which will foster economic growth and prosperity.

We are seeking individuals who are committed, possess strong communication skills with a sound knowledge of the MSME ecosystem, attention to detail, and can work effectively as part of the team.

**If you are a candidate who wants to impact and accelerate the growth of the MSME sector, join us!**

### Key Qualifications, Experience and Responsibilities

#### Head of Administration / Chief Financial Officer

*Provides leadership across finance, procurement, and ICT, overseeing financial performance, regulatory compliance, and sustainability. Directs IT strategy and operations, ensures business continuity and risk mitigation, and contributes to strategic decision-making as a member of the senior management team.*

**\*A position based on a 3-year contract with renewal based on performance.**

- CA qualification or an equivalent professional qualification.
- Bachelor's degree or Master's in Finance, Accounting, Economics, or a related field, with recognized professional qualifications in Management Information Systems considered an added advantage.
- A minimum of 10 years' experience in field of Finance, IT, Procurement and preferably minimum of two years' hands-on exposure in similar job positions.
- Age preferably 40 – 57 years.

#### Head of Claims

*A leadership job role of expertise responsible for the effective management of operational processes including planning, implementing, and monitoring of solutions with adherence to regulatory compliance in covering the entire functions of the Claims Department.*

**\*A position based on a 3-year contract with renewal based on performance.**

- Possession of banking qualifications from a recognized institution.
- Holds a Bachelor's degree or a Postgraduate qualification in Business Administration, Finance, or a related field or equivalent professional qualification(s) from recognized institutes.
- A minimum of 05 years of experience in financial institutions at a senior managerial position with overall 10 years of work exposure in banking or related work functions.
- Having corporate exposure in the private sector shall be an added advantage.
- Age preferably 40 – 57 years.

#### Manager - Claims

*Responsible for the effective management of operational processes including planning, implementing, and monitoring of solutions with adherence to regulatory compliance in covering the entire functions of the Claims Department.*

**\* Permanent full-time position.**

- Possession of banking qualifications from a recognized institution.
- Bachelor's degree in Business Administration, Finance or a relevant field or equivalent professional qualification(s) from recognized institutes.
- A minimum of 04 years of experience in financial institutions at a managerial position.
- Age preferably 35 – 45 years.

#### Guarantee Administration Executive

*To facilitate the guarantee administration process, which entails the conduct of initial credit analysis; update loan portfolio; liaise with SFIs to obtain borrower information; register borrowers; maintain records; reporting and related work.*

**\* Permanent full-time position.**

- Bachelor's degree in Commerce, Business Administration or a relevant field or equivalent professional qualification(s) from recognized institutes.
- Possession of banking qualifications will be treated as an added advantage.
- A minimum of 02 years of experience in general banking, preferably with experience in MSME lending in a bank / financial institution.
- Proficiency in Microsoft Office application and ICT literacy is mandatory.
- Age preferably 25 – 40 years.

**\* Applications are invited only from candidates willing to work in Colombo.**

**Remuneration Package:** An attractive remuneration package for the selected candidates shall be provided.

**Selection Process:** Selection will be made through a comprehensive interview process and please note that only qualified candidates will be notified at all stages of the selection process.

If you are interested and possess the relevant requirements, please forward your complete resume in PDF format with email addresses of two non-related referees to [careers@ncgil.lk](mailto:careers@ncgil.lk) within 7 days of this advertisement.

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