

Our client, a specialized Bank listed under the Securities & Exchange Commission of Sri Lanka, with an island-wide branch network, is calling for applications from prospective candidates with relevant exposure to the Banking & Finance industry to provide HR Management leadership to develop its talent base.

HEAD OF HUMAN RESOURCES & ADMINISTRATION

Reporting to the General Manager, you will be responsible for the overall management and implementation of the Bank's HR and Administration strategies and policies, overseeing specific HR and Administration functions. You will also be responsible for the following:

- Oversee all HR functions including recruitment, training & development, talent acquisition, performance management, rewards, recognition and employee relationship management & engagement, etc.
- Close monitoring of 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 KPIs, setting clear performance goals and conducting evaluations.
- Develop, implement and review HR policies and procedures in a timely manner.
- Design, implement and oversee HR strategies and succession planning that align with the assigned KPIs.
- Address and manage conflict resolution across the Bank to maintain a positive work environment & culture.
- Oversee adherence to labour laws and statutory requirements, ensuring fairness and compliance with the respective regulatory authorities.
- Monitor staff disciplinary matters according to the Disciplinary Code of the Bank and handle trade union matters.
- Procurement functions of the Bank and for implementing transparent procurement procedures, policies and guidelines, ensuring cost-effective administration of procurement.
- Bank's fixed asset portfolio, including periodic verification of fixed and non-fixed assets, and annual servicing/repair/maintenance of all fixed assets to ensure proper control and management.
- All payments to suppliers/service providers, including utility bill payments and rental payments on time.
- Overseeing and providing facilities, services and maintenance activities in the Bank.
- Handling investment properties.
- All administration functions of the Bank.

Candidate Prerequisites:

- Should be between 35 to 55 years as at the closing date of applications.
 - A Bachelor's Degree in a 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:

- A Master's degree 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 a 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 the ability to handle complex and sensitive employee issues.
- Knowledge of new HR trends and best practices.

Remuneration: An attractive remuneration package awaits the right candidate.

Please forward your complete resume with contact details and two non-related referees to mslrjobs@slt.net.lk within 10 days of this advertisement quoting MSL Ref. 8237 in the subject column.

**MSL Management
Systems (Pvt) Ltd.**

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