

**Bank of China, the fourth largest bank in the world opened its first branch in Sri Lanka 05 years ago and they are on the lookout for a self-motivated professional with a positive attitude.**

## **ASSISTANT MANAGER - HUMAN RESOURCES**

### **Job Profile**

- ❑ Complete staff recruitments on time adhering to the policies and procedures of the bank.
- ❑ Identify the training needs and assist to conduct training and development programs.
- ❑ Coordinate with relevant HODs and arrange a Performance Evaluation System that drives high performance of all staff.
- ❑ Coordinate the employees' welfare facilities including employee insurance and other benefits.
- ❑ Attend to all grievances and disciplinary issues.
- ❑ Timely updating / formulating of the HR policies and procedures.
- ❑ Expat and outsourced staff management.
- ❑ Ensure all the HR procedures are driven to align with the bank's internal policies and regulatory requirements.
- ❑ Coordinate Internal and External HR Audits.

Please forward your complete resume with contact details of two non-related referees to [mslr1@sltnet.lk](mailto:mslr1@sltnet.lk) within 10 days of this advertisement quoting MSL Ref. No. 7866 in the subject line. Only short-listed candidates will be contacted.

### **The Ideal Candidate Profile**

- ❑ Possess a Bachelor's Degree from a recognized university.
- ❑ Professional qualification in HRM from a recognized institution will be an added advantage.
- ❑ More than 3 years of experience in the HR department, preferably in a commercial bank.
- ❑ High level of integrity and trustworthy personality.
- ❑ Ability to work under minimum supervision.
- ❑ Strong negotiation, presentation, and communication skills in English.
- ❑ Pleasant personality with excellent interpersonal and innovative skills.

A remuneration package on par with industry standards will be offered to the right candidate.



**中國銀行**

**BANK OF CHINA**

**科伦坡分行**

**Colombo Branch**