



We are currently on the lookout for an **Energetic, Talented and Result oriented** individual to join our COMPANY and be a part of our future growth and success story. We are at the threshold of an exciting journey!

If you believe you have the ability to fit into the following profile below and possess a zest to achieve beyond limitations - do apply. This may be the career opportunity you have been waiting for.

Assistant Manager – Human Resources (HR)
[General & Life Insurance]

Duties & Responsibilities:

The Assistant Manager HR will take ownership of Key Result Areas pertaining to HR which will include: recruitment, performance reviews, wage reviews, disciplinary and grievance handling. To perform well in this role, you should have experience as an Assistant Manager HR or other senior roles in the HR team and knowledge around all legal requirements in this role.

Responsibilities:

1. **Mandatory Compliance**, covering:
 - EPF/ ETF/ Labour dept follow up etc.
 - Payroll
2. **Staff Cost Budgeting** [Salaries/ staff remuneration] – Assist in the overall formulation of staff budgets
3. Manage the **Human Resource Information System** (Gallery HR) – Employee Time, Attendance and Leave, staff Profile.
4. Nurture a positive work environment by proactively **engaging** employees and spearheading employee engagement activities
5. Provide employee **Statistics** / reports and Analytics
6. Maintain, monitor and report on monthly **HR KPIs**
7. Ensure all **KPIs & JDs** of staff are formulated and up-to-date
8. Monthly **Salary / Remuneration reconciliations**
9. **Staff Exit Procedure**
10. **Performance Management** (Bi Annual / Year-end Performance appraisal reviews)

Required Skills/Abilities:

1. Knowledge of labor laws and HR best practices
2. Degree in Human Resources/ Management | CQHRM | CIPD
3. Excellent verbal and written communication skills
4. Knowledge of HR systems and databases
5. Strong EXCEL and PowerPoint skills
6. People oriented and results driven
7. Insurance industry experience would be an added advantage.

Please note that only shortlisted candidates will be called for an interview. Send in your resumes to farhan@takaful.lk within 10 days of this advertisement with 2 non-related referees.

Amana Takaful PLC (PQ 23) | 660 1/1, Galle Road, Colombo 03.