

BANK OF CEYLON

Join Sri Lanka's No. 1 Bank and Lead the Procurement Function!

Applications are invited from suitably qualified, experienced, dynamic and achievement-oriented professionals who are keen to be part of the Bank of Ceylon family, for recruitment to the following position:

CHIEF PROCUREMENT OFFICER (CONTRACT)

Key Accountabilities

- (i) To develop and drive the procurement function and manage the entire related value chain while ensuring operational service and cost efficiency.
- (ii) To implement best industry practices of procurement and incorporating such procedures and practices to the existing procurement manual of the Bank.
- (iii) To provide and utilize timely management information that will assist the decision making process.
- (iv) To ensure continuous improvement in supply process, techniques and supplier performance evaluation.
- (v) To provide proactive assistance and empowering solutions to business needs in consultation with respective business heads and managers throughout the network.
- (vi) Forecast the future direction and changes that are taken place in the market to provide proactive assistance and solutions to improve the present IT procurement process.
- (vii) To co-ordinate our purchasing power to negotiate successfully and seek out solutions to obtain favourable terms by understanding the current market.
- (viii) To implement most economical methods of storing / inventorizing and outsourcing of services for effective cost optimization.
- (ix) To organize at least a yearly interactive forum with a set of suppliers based on their profitability to the Bank in order to be proactive in managing the value chain in the post Covid emergencies so that to empower in managing the value chain.

Eligibility Criteria

☞ **Should be a citizen of Sri Lanka**

☞ **Educational / Professional Qualifications**

- A Degree obtained from any recognized university approved by the University Grants Commission of Sri Lanka
- AND
- Diploma in Purchasing Management/ Materials Management/ Supply Chain Management from Institute of Supply and Materials Management of Sri Lanka (ISMM) or an equivalent qualification
- Preference will be given for the candidates who have Corporate Membership of the Institute of Supply and Materials Management of Sri Lanka (ISMM)

☞ **Experience**

- Should have a minimum of five (05) years of executive level experience in the relevant field in a recognized public or private sector organization
- Experience in IT related procurements will be an added advantage

☞ **Other Attributes**

- Proven achievements in introducing modern market oriented procurement practices and making them work effectively
- Proven experience in preparing evaluations and conducting Technical Committees and managing Procurement Committees
- Should have knowledge in National Procurement Commission (NPC) guidelines
- Excellent written and verbal communication and negotiation skills
- Strong Management skills needed to build and motivate a professional and innovative procurement team
- High degree of proficiency in IT skills especially web-based purchasing

☞ **Age**

50 years or below as at the closing date of applications

Terms and Conditions

- Fixed Term Contract for 03 years; the performance will be reviewed annually. Could be renewable purely based on the performance review and the need of the Bank.
- Compensation will not be limiting factor for the right candidate and will be discussed on a case by case basis. It will commensurate with qualifications and experience.

Selection Procedure

- The shortlisted candidates based on the above eligibility criteria will be selected by an Interview.

Application Procedure

Send your resume by using the specimen application form which can be downloaded from our website **www.boc.lk** (under the "Careers" tab) together with the photocopies of your Birth Certificate, National Identity Card, all educational certificates and documents to prove your experience by registered post, with top left-hand corner of the envelope marked the post you have applied for, to the below address to reach us **on or before 03.01.2026**.

Any application not meeting the above required eligibility criteria as at the closing date or submitting without photocopies of relevant supportive documents or submitting incorrect information or received after the closing date will be rejected at any stage of the recruitment without any further notice.

The applicant shall read the Bank's "Personal Data Protection Notice for Recruitment" which is available in the Bank's website under HR Management page (<https://www.boc.lk/hr-management>) and acknowledge the same when applying for the vacancy.

Chief Manager (Sourcing & Career Development)

Bank of Ceylon

26th Floor – Head Office

"BOC Square"

No.1, Bank of Ceylon Mawatha, Colombo 01.

- *Any form of canvassing will lead to immediate disqualification.*
- *The Bank reserves the right to call only the short-listed candidates.*
- *The Bank reserves the right to postpone / cancel the recruitment at any time.*
- *The Bank protects the privacy and confidentiality of your information as per the Personal Data Protection Policy of the Bank.*