

# GREAT PEOPLE FIND GREAT PEOPLE. ARE YOU GREAT?



## WE'RE LOOKING FOR OUR NEW HEAD OF HR & ADMINISTRATION

Someone with great interpersonal skills that can ensure we always recruit and maintain the right people.

### Applicant's Profile

- A Master's and a Degree in Human Resources Management.
- Chartered Qualification in HRM (CQHRM) by CIPM.
- 15+ years of experience in the NBF/ Banking industry, with at least 5 years in a senior management position.
- Less than 45 years old.
- Excellent verbal and written communication skills.
- A sound knowledge of employee relations, labour laws, and regulations.
- Significant experience in office administration, logistics management and event/meeting coordination.

### Job Profile/Main Responsibilities

- > Manage the execution of HR strategies and core areas of the HR department, including recruitment, employee relations, workforce administration, employee engagement, payroll, reward and recognition systems, as well as maintaining and improving HR systems and management of the HR budget.
- > To plan, lead, develop, coordinate, and implement policies, processes, trainings, initiatives, and surveys to support the organization's human resources and strategic needs.
- > To oversee the administration of human resource programmes including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition; occupational health and safety, and training and development.
- > Advise and strategize on the development of effective employment policies across the company.
- > Execute a plan for diversity, equality, and inclusion that aligns with company values, business strategy and commitments.
- > Overall responsibility of the Company's fixed deposit operation.

The chosen candidate will be provided with an attractive remuneration package, including fringe benefits on par with benchmarked financial institutions.

Applicants with all relevant information should submit their details within 14 days of this advertisement being publicized. The designation applied for should be marked on the top left corner of the envelop or in the title of the email.

MD/Chief Executive Officer  
CBC Finance Ltd.  
No.187, Katugastota Road, Kandy.  
Tel: 081 220 0272 Fax: 081 221 3966  
E-mail: [careers@cbcfinance.lk](mailto:careers@cbcfinance.lk)  
Web: [www.cbcfinance.lk](http://www.cbcfinance.lk)

 **CBC FINANCE**

A Fully Owned Subsidiary of Commercial Bank of Ceylon PLC