REGIONAL DEVELOPMENT BANK

As a premier development bank in Sri Lanka with a network of 268 branches island wide and with over 3000 manpower strength, invites applications from dynamic and result oriented individuals with relevant qualifications and experience for the following posts.

BOARD SECRETARY

Key Responsibilities

- Carryout Board proceedings under the guidance and the direction of the Chairman,
- Arrange Board meetings and Board Sub Committee meetings in consultation with the Chairman of the Board and the respective Board Sub Committee and ensure conducting those meetings presenting papers in advance, maintain minutes, registers, progress reports etc.

Key requirements

- Should have an LLB degree and Attorney-at-Law
- 10 years working experience relating to legal and secretarial work of which at least 05 years post qualifying experience for Board Secretarial work at executive level
- The experience in working as a Board Secretary / Assistant Board Secretary in a bank or a financial institution will be considered as added qualification.
- The person selected should have experience with minute taking, management of the office, proficiency in English and knowledge of corporate governance and compliance in banking.
- The person seeking should have interpersonal relations, team work and service orientation
- Age - preferably below 50 years.

CHIEF MANAGER - INFORMATION SYSTEMS AUDIT

Key Responsibilities

- Take a lead role on specific Information system audits which entails focus on the information systems and applications that support the business processes by conducting concurrent information system audit activities while ensuring the adequacy and effectiveness of the internal control systems.
- Be involved in performing advanced level professional IS auditing engagements associated with IT Governance, IT General Controls Reviews / Application Control Reviews / Information Security Assessments / Disaster Recovery Planning / Data Center Operations etc.
- Perform comprehensive risk assessment and participate in corporate growth projects for new products and processes, providing risk oversight and recommendations.
- Analyze and test key IT controls, interpreting and documenting the test results.
- Communicate audit issues and recommendations with IT Department / Senior Management / Board Audit Committee.
- Focus on IT audits / offer support on financial, operational and compliance audits as well as participate in special projects / conducting special assignments and / or investigations as assigned.

Key requirements

- Minimum of 08 years work experience in auditing of Information Systems (IS auditing) (Prefably in a banking environment).
- Minimum 03 years of experience at supervisory level which includes IS auditing, developing and conducting training programs and training manuals in IT environment terminology concepts and practices.
- A Degree from a recognized university in the field of IT or related field.
- Must possess a professional certification in CISA, CISM - essential whilst CCNA is optional.
- Experience in scripting language would be advantageous.
- Good written and oral communication skills, presentation skills, IT skills.
- Strong knowledge of IT operational processes / information systems and information security controls.
- Possess good management skills and collaborating skills.
- Age - preferably below 50 years.

CHIEF MANAGER - INTERNAL AUDIT

Qualifications:

- Full professional membership of at least one of the following.
  a) Associate Membership of Institute of Chartered Accountants of Sri Lanka.
  b) Associate Membership of Institute of Chartered Accountants of England and Wales

Experience and Exposure:

- 05 years post qualifying experience in auditing at Executive level of which 03 years should be in Bank / Financial Institution attached to Internal Audit division.
- Excellent hands on experience with knowledge on IT based audit technique
- Familiarity with internal audit standards issued by the Institute of Internal Auditors.
- Proven track record of man management and interaction at board level.
- Familiarity with the banking sector corporate governance practices and disclosure requirements.
- Candidates with knowledge on IFRS will be given preference.

Age - Preferably below 50 years.

ASSISTANT MANAGER - INFORMATION SECURITY

Key Responsibilities

- Ensuring the confidentiality, integrity and availability of systems, networks and data through the planning, analysis, development, implementation, maintenance and enhancement of information systems security programs, policies, procedures and tools.
- Be responsible for the coordination, selection and/or development and implementation of enterprise - wide security measures and controls to ensure the protection of the Bank's information assets.
- Provide IT Security guidance to the Bank using a risk based approach.

Key requirements

- A Degree preferably in Information Technology
- Professional qualification in the domains of Network / Server / Security
- Preferably with technical qualifications and certifications (Information Security, SANS ISC2, ISACA, CISCO).
- Minimum 3 years experience in the field of Information Security
- Experience with heterogeneous Windows and Unix environments.

Age: Below 35 years.

Remunerations

An attractive negotiable remuneration package will be on offer to the right candidate.

Closing Date for applications

March, 11, 2017

How to apply.

Interested qualified candidates should send their applications, curriculum vitae and copies of their Educational / Professional transcripts and the names, addresses and contact numbers of two professional non related referees. Post applied should be indicated on the top left hand corner of the envelope enclosing the application.

RDB

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