

NSB FUND MANAGEMENT CO. LTD.



NSB Fund Management Co. Ltd. is fully owned Subsidiary of National Savings Bank and dedicated Primary Dealer appointed by the Central Bank of Sri Lanka. The Company is called applications from eligible candidates for the following vacancies.

Designation	Educational/ Professional Qualifications	Experience	Key Responsibilities	Salary Level
EXECUTIVE OFFICER (HUMAN RESOURCE)	A Degree in the field of Human Resource from a recognized University or Diploma in Human Resource Management.	A minimum of 01 year experience in the related field.	Oversee the HR function of the company including development of HR policies and procedures, Performance evaluation, Staff training and development etc.	Rs. 89,375.00
MANAGER (ACCOUNTS)	Part/full qualification of CA Sri Lanka or Degree from a recognized University in the same area or Diploma in Accounting.	A minimum of 01 year experience in the related field.	Improving the internal controls, Preparing the periodic financial and management accounts, Tax preparation etc.	Rs.105, 000.00
SENIOR MANAGER (BACK OFFICE)	A Degree in a related field from a recognized University and Knowledge in RTGS settlement process.	A minimum of 02 year experience in the related field.	Oversee the transaction settlement process through the systems (e.g. Lanka Secure System), Securities movement and reconciliation, Transaction confirmation, Statutory reporting etc.	Rs.125,000.00
INVESTMENT ASSISTANT III (MIDDLE OFFICE)	A Degree in a related field from a recognized University.	A minimum of 01 year experience in the related field	Assisting to monitor the compliance and risk management function of the company.	Rs. 80,000.00
RESEARCH ANALYST - (INVESTMENT ASSISTANT II)	A Degree in a related field from a recognized University.	02 years in related field	<ul style="list-style-type: none">Forward looking reporting on economic and financial factorsAssisting to develop new business opportunities and products	Rs. 40,000/- (For one-year period) and Rs. 62,500/- (Once completion the above)
MARKETING ASSISTANT - (INVESTMENT ASSISTANT I)	G C E (A/L)	02 years in related field	Assisting to achieve business target of the company by expanding the customer base and market segment and organizing the promotional activities.	Rs. 40,000/- (For one-year period) Rs. 43,750/- (Once completion the above)

ELIGIBILITY REQUIREMENTS:

- Candidates should be a citizens of Sri Lanka.
- Age Limit of Candidates;
 - Executive Officer (Human Resource), Manager (Accounts), Senior Manager (Back Office), Investment Assistant III (Middle Office) - below 50 years.
 - Research Analyst (Investment Assistant II), Marketing Assistant (Investment Assistant I) - below 45 years.

The applicants selected for the above posts will enjoy fringe benefits of an annual bonus, performance bonus, medical assistance scheme, EPF and ETF benefits.

SUBMISSION OF APPLICATIONS

Applications giving full bio-data including Educational/Professional Qualifications, Experience and names and addresses of two non-related referees should be sent to reach the undersigned in the registered cover or e-mail to ceo.nsbfmc@nsb.lkor or secretary.fmc@nsb.lkon or before 11.06.2021.

Photocopies of the Educational /Professional & Experience certificates should be attached together with the application.

Any form of canvassing will lead to immediate disqualification and the Company reserves the right to call only the short-listed candidates.

The post applied for should be stated on the top left hand corner of the envelope or on the Subject of the e-mail.

Chief Executive Officer

NSB Fund Management Co. Ltd

No.400, Galle Road, Colombo 03.