

# INSTITUTE OF BANKERS OF SRI LANKA

(Established under the Institute of Bankers of Sri Lanka (Incorporation) Act No. 28 of 1979 and managed by a Governing Board representing the Central Bank of Sri Lanka, Licensed Banks, Fellows and Associates of the IBSL)

Since 1964



The IBSL which has been in operation for the last 57 years, is a statutory body established to provide training & qualifications to bankers and other members in the Financial Sector. Its operations involve in conducting training, education programmes and registering members/students with support services from various categories of staff members of the IBSL. Opportunities are available for young, qualified, motivated and experienced individuals to join IBSL staff.

## Post of Assistant Director - Technical

### Job Responsibilities

- ▶ Ensure the availability of uninterrupted facilities to execute all functions of the IBSL
- ▶ Assess the quality of the service and take measures to improve and expand, if required
- ▶ Maintain an effective and efficient system to comply with all safety and regulatory requirement
- ▶ Overall Administration and Management of the Department
- ▶ Extend effective support to other Departments when need arises to ensure the timely delivery of all duties and responsibilities of the IBSL and preserve and promote its image
- ▶ Any other relevant work decided by the IBSL

### Applicant will need to have:

- ▶ National Diploma in Technology/ HNDE in Electrical/Mechanical/Electronics from a recognized Institution
- ▶ Minimum 3 years working experience as a Technical officer or at a higher level in the same field in a reputed Organization
- ▶ Experience of servicing of a large multi storied building is preferred
- ▶ Knowledge in the IT field is an added qualification
- ▶ Competency in English and other Languages (written and spoken)
- ▶ Ability to work in a computerized environment
- ▶ Very good public relations and leadership skills
- ▶ Preferably below 40 years of age at the time of applying

## Post of Senior Executive - MEP Technician

### Job Responsibilities

- ▶ Responsible for the operations and maintenance of all the Electrical, Mechanical and Plumbing Systems
- ▶ Regular inspection and checking of the Power Distributions System, Generators, Central AC Plants, Firefighting and Protection System, PABX, CCTV, PA, Booster Pump Room, Electrical Appliances, Auditorium Lighting & Sound System etc.
- ▶ Any other relevant work decided by the IBSL

### Applicant will need to have:

- ▶ NAB/NAITA course with atleast NVQ Level 3 or completed a one year full time course in a reputed technical/vocational institution
- ▶ Minimum of 3 years working experience in a related field
- ▶ Competency in English and other Languages (written and spoken)
- ▶ Ability to work in a computerized environment
- ▶ Very good public relations and leadership skills
- ▶ Preferably below 32 years of age at the time of applying

## Post of Receptionist- Junior Executive

### Job Responsibilities

- ▶ Undertake front office duties, including meeting, greeting and attending to the needs of customers to ensure an outstanding customer service experience
- ▶ Building a good rapport with all customers and resolve any complaints/issues quickly in an effective and courteous manner to maintain high quality customer service

### Applicant will need to have:

- ▶ Minimum 3 passes in G.C.E A/L Examination with 2 Credit passes
- ▶ Any full / part Professional qualification relevant to the responsibilities stated above
- ▶ Minimum one year working experience in a similar capacity
- ▶ Smart outward appearance and cheerful attitude to do the job
- ▶ Ability to handle challenging situations effectively with very good Public Relations
- ▶ Good command in spoken & written English and other languages will be an advantage
- ▶ Ability to work in a computerized environment
- ▶ Age below 24 years at the time of applying

### Remuneration Package

Attractive Salary with Annual Increment, Annual Bonus, Free Medical Insurance Package for the Family

**If you are the right candidate, please e-mail your CV within 14 days of this advertisement to [hr@ibsl.lk](mailto:hr@ibsl.lk)**  
Please indicate the post applying in the subject line of the e-mail

**Director - Administration & HR**  
**Institute of Bankers of Sri Lanka**  
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