



State Mortgage & Investment Bank

Career Opportunities at SMIB

SMIB, as the premier housing bank to the Nation, is in the process of restructuring the bank's operation to offer a higher level of customer satisfaction and a wider variety of services. As such, we invite applications from candidates who have demonstrated dynamic leadership roles and make full commitment to achieving business goals with relevant qualifications and experience for the following posts.

ASSISTANT GENERAL MANAGER HUMAN RESOURCES AND LOGISTICS

Key Responsibilities

- Establish human resources objectives in line with organizational objectives. Implement human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, employee relations and labour laws.
- Manage human resources operations by recruiting, selecting, orienting, training, coaching, counselling and disciplining staff, planning, monitoring, appraising and reviewing staff job contributions; maintaining compensation, determining customer-service strategies, designing systems, accumulating resources, resolving problems.
- Develop human resource operations, financial strategies by estimating, forecasting and anticipating requirements, trends and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.
- Guide the Management and employees by researching, developing, formulating and revising policies, procedures and guidelines providing inculcating organizational values.
- Comply with current state and local legal requirements ensure compliance and advise management on necessary actions.
- Adopt GOSL guidelines to procure goods, services and consultancy for the Bank and ensure functioning of Departmental Procurement Committee (DPC) that is minor and major procurement committees
- Prepare to appoint Technical Evolution Committee (TEC) in consultation with General Manager/CEO
- Manage & supervise the logistic function, supporting the operational requirements of the bank on time, and in a well structured manner.
- Oversee functions of safety and health in order to ensure proper ventilation, lightening, clearing fire exit, building maintenance and renovation, internal and external communication systems, office accommodation, layout planning etc for smooth function of the operations and such other facilities as to improve the conditions of physical work environment

Qualifications

A degree from a recognized university

with

Associate Membership of the Chartered Institute of Personnel Management of Sri Lanka (CIPM) or UK **Or**

Diploma in Personnel Management from NIBM or CIPM

Experience

A minimum of Seven (07) years experience in Human Resources Management and Administration in a Bank or recognized institution of which at least Five (05) years should be post qualifying experience in managerial level.

Remuneration

Salary Scale- Rs. 203,930 - 6,120 x 12 - 277,370 per month together with bank approved allowances. (10% Allowance, Cost of Living & Rent Allowance) Monthly gross salary on this basis would be approximate.

Age - Not more than 45 years (However, the age limit will not apply to those already employed in a state sector organization)

General Conditions

Method of Selection - Inviting applications as per the recruitment policy and procedure of the bank.

Selection by an Interview

Other Benefits

- Provident Fund contribution 15% by the employer and 10% by the employee. The bank contributes to the ETF
- Annual bonus of two months gross salary
- Housing loans at concessionary rates after confirmation in the service
- Benefits under the bank's medical scheme
- Encashment of unutilized medical leave

Closing Date of Applications - 05/09/2022

How to Apply

Interested qualified candidates should send their Curriculum Vitae and copies of their Educational/Professional transcripts and the names, addresses and contact numbers of two professional non-related referees via the below email address.

All applications will be treated with strict confidentiality and any form of canvassing will be regarded as a disqualification. The Bank reserves the right to decide the selection, postponement or cancellation of recruitment or any other action and/or change the selection criteria for this recruitment. The decision of the Board of Directors will be final and conclusive.

Applications should only be sent via careers@smib.lk