

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 achieve business goals with relevant qualifications and experience for the following post.

Assistant General Manager Human Resources & Logistics

Key Responsibilities

- Lead and manage overall HR/ Administrative functions of the Bank and maintain overall control of all aspects of infrastructure services and supplies.
- Assisting in development and implementation of Human Resource Management Plan.
- Reviewing existing Human Resource related policies & procedures and to adopt best practices. Develop new strategies to achieve goals of the Bank.
- Guidance to all functions relating to Human Resource Management and General Administration.
- Handling discipline and matters pertaining to industrial relations.

Qualifications

Bachelor's Degree in Human Resources or Management from a UGC recognized university, **and** Associate Membership of the Chartered Institute of Personnel Management of Sri Lanka (CIPM)/ UK.

Or

Bachelor's Degree in Management and Master's Degree in Human Resources Management from a UGC recognized university **and** Diploma in Personnel Management from Chartered Institute of Personnel Management of Sri Lanka (CIPM)/ UK. Law related qualifications would be an added advantage.

Work Experience

A minimum of Twelve (12) years' experience in Human Resources Management and Administration in a recognized institution of which at least five (05) years of post-qualified experience at managerial level. Proficiency in Labour laws and experience in handling labour related legal matters will be an advantage.

Remuneration

Salary Scale- Rs. 203,930 - 6,120 x 12 - 277,370 per month together with bank approved allowances (Cost of Living, Rent & 10% Allowance).

Age

Not more than 50 years (However the age limit will not apply to those who are already employed in a state sector organization).

General Conditions

Method of Selection - Selection by an Interview as per the recruitment policy and procedure of the bank.

Closing Date for Applications - 20.12.2023

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 in strict confidential 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**