



Assistant Manager/ Manager - Resourcing Human Resource Department

DO YOU EMBRACE
PERSEVERANCE, DISPLAY
RESILIENCE, AND BELIEVE THAT
COLLECTIVELY

we can foster growth and progress together?



You should ideally;

- possess 8-10 years of executive experience in Human Resource Management with 4 - 6 years experience in resourcing preferably at a bank or a financial institution.
- possessing a fair knowledge on laws relating to relevant aspects of HR will also be an added advantage
- possess excellent analytical and decision making skills
- possess a thorough knowledge in MS office suite including MS Excel
- have good communication skills
- have good planning and organizing skills
- have excellent team working and leadership skills

You will be responsible for;

- be in charge of all department staff recruitments and ensuring the adherence to the agreed SLAs.
- overseeing the maintenance of personal files.
- affecting branch staff transfers in order to ensure that transfers are completed within established timelines and in compliance with transfer policy and business requirements of the Bank.
- assisting in capacity planning in order to maximize resource utilization and to ease the resourcing decision making.
- overseeing the special recruitment programmes / campaigns / Events & activities.
- ensuring that the resourcing is done as per the laid down procedures of the Bank whilst adhering to the CBSL / Compliance guidelines

We are an equal opportunity employer, committed to promoting an inclusive and diverse environment. Recruitment to the Bank is based solely on merit and competency irrespective of other characteristics that make our employees unique.

Any form of canvassing is discouraged. Correspondence will only be with the short-listed candidates.

Please apply via e-mail by sending an updated CV or a DFCC Bank application form which could be downloaded from our website to recruit@dfccbank.com with the post applied for in the subject by 25 April 2024.

**Chief Human Resource Officer (Human Resources)
DFCC Bank PLC, 73/5, Galle Road, Colombo 03**