

## 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 posts.

### Hardware Technician

#### Key Responsibilities

Responsible for providing ongoing maintenance and support services for all hardware devices of the organization. Need to keep up-to-date inventory of all hardware and software used in the organization with its status (Eg. operational, defective, **EOS**, **EOL** etc). Should be able to configure hardware devices, install/configure software and apply patches. Should work collaboratively with IT team, vendors, suppliers and other stakeholders to provide efficient services to users.

#### Qualifications

- Passed in G.C. E. Advanced Level with 3 passes obtained at one sitting and Diploma in IT (Minimum 1 year duration) or a higher qualification in IT (or Equivalent NVQ level) from a recognized Institution
- Having hardware maintenance related industry certifications would be added advantage

#### Experience

- Overall three (03) years' experience of maintenance, trouble shooting of PC's, Servers, Laptops, Printers, Network equipment in a IT Help Desk, Experience in Multi-Technological platforms Windows, UNIX, Oracle and various hardware devices

#### Remuneration

Salary Scale- Rs. 69,650 – 560 x 20 - 80,850/- per month together with bank approved allowances (10% Allowance, Cost of Living & Rent Allowance).

**Age** - Not more than 30 years (However the age limit will not apply to those already employed in a state sector organization)

### Maintenance Assistant

#### Responsibilities

Keeping a maintenance record and filling documents, invoices and instruction manuals.

- Keeping an inventory of maintenance tools, materials and parts.
- Reporting urgent maintenance and repair tasks to management for approval.
- Proactively performing structural maintenance and keeping grounds neat.
- Diagnosing equipment malfunctions and performing repairs.
- Obtaining approval for purchasing maintenance tools, materials, or replacement parts.
- Supervising the maintenance team.
- Following prescribed safety regulations at all times.

#### Qualifications

- Passed 6 subjects in G.C.E. Ordinary Level with at least 5 credit passes including Mother Language (Sinhala/ Tamil), Mathematics and English Language obtained at one sitting.

**And**

- Passed in G.C.E. Advanced Level with 3 passes (excluding General English and General Knowledge) obtained at one sitting.

**And**

- Having successfully completed a diploma or certificate course not below the NVQ level 5, conducted by a recognized institute of technological training in the relevant field.

#### Experience

Overall, four (04) years' experience in Maintenance experience in reputed organization.

#### Remuneration

Salary Scale- Rs. 64,025 – 400 x 20 - 72,025/- per month together with bank approved allowances (10% Allowance, Cost of Living & Rent Allowance).

**Age** - Not more than 40 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

**Closing Date for Applications - 14/01/2025**

#### 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](mailto:careers@smib.lk)