



EXECUTIVE – HRIS & HR OPERATIONS

Human Resources Department

About The Bank:

Armed with a proud history of over 30 years, Pan Asia Bank is on an exciting growth journey, evidenced by an array of recognitions, including being honored as one of the Top 40 business entities in the country by Business Today, the most awarded entities by LMD, Best Green Bank in Sri Lanka by Global Banking & Finance, Best Bank for ESG by International Business Magazine, the Best CSR Bank by Brands & Business Magazine, to name a few.

Job Profile:

HR Systems

- Maintain HRIS master data and ensure the highest level of data accuracy and integrity
- Administer user accounts by creating and disabling access, updating roles and permissions, and managing access controls
- Configure and maintain workflows and approval hierarchies
- Coordinate with HRIS vendors and IT teams on system configurations, including forms, fields, picklists, policy rules, and validations
- Maintain HRIS documentation such as user manuals, change logs, and audit trails
- Monitor system issues and tickets, follow up with vendors, test fixes, and confirm closures with users
- Generate, validate, and analyze monthly HR reports
- Ensure system compliance through confidentiality checks, access reviews, periodic data validations, and audit support
- Support HRIS enhancements and new module rollouts
- Conduct user training and awareness sessions for new features and process updates through quick guides, FAQs, and demos
- Monitor system performance and recommend continuous improvements based on user feedback

MIS, Matrix and Analytics

- Prepare accurate and timely reports on HR-related activities for the HR dashboards
- Interpret HR data effectively to support management decision-making

Audit and Compliance

- Submit periodic reports and documentation to Management and regulatory authorities within stipulated timelines
- Respond to compliance and audit-related queries in line with the Compliance Tracker
- Assist in reviewing HR policies, procedures, and circulars to update the HR Process Flow Manual

Candidate Criteria:

- A Degree or Diploma in Human Resource Management, IT, or an equivalent professional qualification from a recognised institution
- Minimum 3 - 4 years of experience in an HR context with HRIS and HR Operations experience. Experience with MiHCM will be an added advantage
- Demonstrate strong proficiency in MS Excel and MS Office applications
- Exhibit close attention to detail and the ability to manage sensitive information with strict confidentiality
- Must be ready to work under pressure while maintaining a positive attitude

Remuneration:

The successful candidates will be provided with an attractive remuneration package including fringe benefits, commensurate with industry standards.

How to Apply:

Take the next step in your HR career and join a team that values growth, collaboration, and excellence. If you're ready to make an impact, apply today and join us in shaping the future of HR. We encourage you to apply for this position and submit your resume through our career portal before the specified deadline.

APPLY NOW

Assistant General Manager – Human Resources,
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 **PAN ASIA BANK**
The Truly Sri Lankan Bank