



CDB believes in elevating the lives of all Sri Lankans. Our focus is to employ and engage individuals who aspire to grow their careers within a renowned financial entity, working with a dynamic team of industry professionals who are dedicated to raising the bar and setting benchmarks in Sri Lanka's financial industry.

Intern – Performance Management

Are you passionate about HR and eager to gain hands-on experience in performance management? Join our dynamic HR team as a Human Resources Intern, where you'll play a key role in organizing and supporting our performance management process!

What You'll Do

- Assist in compiling and organizing employee performance review documents
- Review documentation for accuracy, completeness, and consistency
- Work closely with managers and HR partners to ensure timely evaluations
- Help update and streamline performance review templates and tracking tools
- Maintain confidential records and follow data privacy protocols
- Support the HR team during evaluation cycles with reporting and coordination

What You'll Gain

- Real-world HR experience focused on performance management
- A chance to work closely with experienced HR professionals
- Exposure to HR systems, documentation standards, and compliance best practices
- A supportive environment for learning and development

What We're Looking for

- Currently pursuing (or recently completed) a degree in HR, Business, Psychology, or related field
- Detail-oriented with strong organizational skills
- Solid communication skills and a proactive attitude
- Comfortable working with Microsoft Office (especially Word & Excel)
- Interest in HR operations and performance management process
- Ability to handle confidential information professionally

Rewards and remuneration commensurate with qualifications, competencies and abilities, with a well-defined career path awaits those with ambition, motivation and a willingness to perform.

Please e-mail your CV together with contact details of two non-related referees indicating the position applied for in the "Subject" line of the e-mail to



careers@cdb.lk

CDB
Your Friend



Citizens Development Business Finance PLC

HOTLINE 0117 388 388

www.cdb.lk