

## 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 posts.

#### **Compliance Officer**

This is a Key management position in the Bank (Chief Manager Level) & responsible for, identification and management of the Bank's Compliance risk and monitoring and reporting results of the compliance efforts of the Bank, ensuring the Bank complies with its outside regulatory requirements and internal policies, by adhering to CBSL circulars, directions and internal standards and timely reporting to the Board Integrated Risk Management Committee (BIRMC).

#### **Qualifications**

A Bachelor's Degree or Master Degree from a recognized university in Banking, Business, Commerce, Economics, Accountancy, Physical Science, Law or Attorney at Law.

#### **With**

Part qualifications from Institute of Chartered Accountants of Sri Lanka (ICASL) / Chartered Institute of Management Accountants of UK (CIMA UK) / Association of Chartered Certified Accountants (ACCA UK) or AIB (The Institute of Bankers of Sri Lanka).

Any additional qualifications in Banking Regulatory Compliance are preferred.

#### **Work Experience**

Overall 9 years' experience in a Banking or Financial Institute of which a minimum of 04 years at managerial level experience. Should possess experience and thorough knowledge in the Compliance function; Sound knowledge of regulatory compliance, Anti Money Laundering procedures, Corporate Governance and Ethics.

#### **Remuneration**

Salary Scale- Rs. 164,730 - 3,280 x 20 - 230,330 per month together with bank approved allowances (Cost of Living, Rent & 10% Allowance). Approximately monthly gross salary will be Rs. 287,500.00.

**Age** - Not more than 45 years (However the age limit will not apply to those who are already employed in a state sector organization).

#### **Branch Manager**

#### **Key Responsibilities**

Lead the branch in achieving set targets in terms of product sales, profitability and client acquisition, ensure smooth functioning of the branch operations by adhering to internal controls and motivate the staff to work towards business goals of the Bank

#### **Qualifications**

A Degree in Banking, Business Administration, Commerce or Economics, Accountancy or equivalent from a UGC recognized University **with** Intermediate or licentiate examination of Institute of Chartered Accountants of Sri Lanka (ICASL) or stage I and II examination of Chartered Institute of Management Accountants of UK (CIMA UK) or Associate Member of IBSL.

#### **Experience**

Overall 06 years' experience as an executive in the field of branch credit appraisal, credit disbursement, risk operations, and credit recovery functions in a bank or recognized financial institution, which at least four years (04) post qualifying experience as an Assistant Manager. The candidate should have good communication and interpersonal skills.

#### **Remuneration**

Salary Scale- Rs. 135,125 - 2,650 x 20 - 188,125 per month together with bank approved allowances (Cost of Living, Rent & 10% Allowance). Approximately monthly gross salary will be Rs. 248,500.00.

**Age** - Not more than 40 years (However the age limit will not apply to those who are already employed in a state sector organization).

#### **Staff Officer - Logistics**

The overall purpose of the job is to provide day-to-day administrative assistance to the logistics and Administration division of the Bank. Responsible for organizing and submitting orders to vendors, and handling order processing communications/requests. Preparation and follow-up documents according to the Procurement guidelines issued. This position will also be responsible for inventory management.

#### **Qualifications**

A Bachelor's Degree in Supply Chain Management, Logistics, Business Administration or any equivalent qualification from a UGC recognized university/institution.

Diploma in Government Procurement would be distinct advantage.

#### **Experience**

03 years of executive experience in supply chain operations/logistics in a reputed organization. Experience in logistics in a Financial Institute would be a definite advantage. The candidate should have good oral & written communication, problem-solving skills and interpersonal skills to work independently and handle multiple projects while leading and managing staff. Knowledge in the Government Procurement process would be distinct advantage.

#### **Remuneration**

Salary Scale: Rs. 90,645 - 1,220 x 20 - 115,045/-per month together with the Bank approved allowances (Cost of Living, Rent & 10% Allowance). Total monthly gross salary would be Rs.189,800/- approximately).

**Age:** Not more than 40 years (The age limit will not however apply to those already employed in a state sector organization)

#### **Hardware Technician**

#### **Key Responsibilities**

Responsible for provide 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 (excluding General English and General Knowledge) **And** Diploma in IT from a recognized institute.

#### **Or**

Having successfully completed N V Q level 4, conducted by a recognized institute in the relevant field.

Having Hardware maintenance related industrial certification would be added advantage.

#### **Experience**

Overall two (02) years, experience of maintenance, trouble shooting of PC's, Servers, Laptop, Printers, Network equipment in an IT help Desk. Experience in multi-technological platforms windows, UNIX, Oracle and various hardware devices.

#### **Remuneration**

Salary Scale- Rs. 49,135 - 220 x 20 - 53,535/- per month together with bank approved allowances (Cost of Living, Rent & 10% Allowance). Total monthly gross salary would be Rs.134,900/- approximately).

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

#### **Maintenance Aide**

#### **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 in G.C.E. Advanced Level with 3 passes (excluding General English and General Knowledge)

#### **And**

Certificate course conducted by a recognized institute of technological training in the relevant field.

#### **Or**

Having successfully completed N V Q level 4, conducted by a recognized institute of technological training in the relevant field.

#### **Experience**

Minimum two years' experience in similar capacity in a reputed organization.

#### **Remuneration**

Salary Scale- Rs. 49,135 - 220 x 20 - 53,535/- per month together with bank approved allowances (Cost of Living, Rent & 10% Allowance). Total monthly gross salary would be Rs.134,900/- approximately).

**Age** - Not more than 35 years (However the age limit will not apply to those 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 -20.04.2025**

#### **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 recancellation 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)