



EXECUTIVE HUMAN RESOURCES

Merchant Bank of Sri Lanka & Finance PLC

We are a dynamic and fast-growing finance company, which is a subsidiary of Bank of Ceylon, committed to delivery innovative financial solution to individuals and business. Join our dynamic team and be a part of a leading financial institution. We invite applications from suitably qualified candidates for the following position in the **Human Resources Department**.

Key Responsibilities

- Processing and updating Job Descriptions (JDs) and KPIs for all staff.
- Coordinating the Performance Management Cycle (Mid-Year & Annual) including documentation and follow-ups.
- Coordinating the Mid-Probation Evaluation process, ensuring timely documentation and follow-ups.
- Assisting with Staff Promotions and Career Development activities.

Qualifications

- Good communication and interpersonal skills.
- High attention to detail.
- Good command in English.
- 2 - 5 years experience in HR, with exposure to performance management and talent process
- Professional HR qualification is preferred. (CIPM,HRP)
- Bachelor's degree in HR, Business Administration or a related field will be an added advantage.
- Experience in coordinating or administrating staff promotion and appraisal cycle.
- Understanding of competency framework & KPI settings.

APPLICATION SUBMISSION :

Applicants are advised to indicate the Position applied for in the subject line of the email. Please send your detailed resume along with the names of two non-related referees within 14 days of this advertisement to the following email address.

Eg: Executive – Human Resources



careers.mbsl@mbslbank.com

DEADLINE : 16TH OF FEBRUARY 2026

Note: Selection will be purely on merit. Any form of canvassing will result in disqualification. Only shortlisted candidates will be contacted.