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Certified
SEP 2025-SEP 2028
LKA

BE PART OF OUR

GROWTH STORY

TRANSLATOR (SINHALA & TAMIL)

COD: OPERATIONAL POLICIES & REGULATORY REPORTING



You should ideally:

- possess proven experience in translating documents between English, Sinhala, and Tamil
- demonstrate excellent command of grammar, vocabulary, and style in all three languages
- have prior experience working in a corporate or financial institution environment
- be detail-oriented with strong proofreading and editing skills to ensure accuracy
- exhibit strong time management skills and the ability to meet tight deadlines
- hold a bachelor's degree or professional qualification in Languages, Translation, or a related field

You will be mainly responsible for:

- translating official circulars, manuals, and communications from English into Sinhala and Tamil
- ensuring translations maintain accuracy, consistency, and cultural relevance
- reviewing and proofreading translated documents to eliminate errors
- coordinating with relevant departments to understand context and requirements
- supporting the Bank's objective of issuing trilingual communications in a timely manner
- maintaining confidentiality and adhering to DFCC Bank's professional standards

We are an equal opportunity employer, committed to promoting an inclusive and diverse environment. Recruitment to the Bank is based solely on merit and competency irrespective of other characteristics that make our employees unique. Any form of canvassing is discouraged. Correspondence will only be with the short-listed candidates.

Please apply via e-mail by sending an updated CV or a DFCC Bank application form which could be downloaded from our website to recruit@dfccbank.com with the post applied for in the subject by **12th March 2026**.

Chief Human Resources Officer
DFCC Bank PLC 73/5,
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Fitch Ratings A (lka)
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 **DFCC BANK**
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