



# STATE MORTGAGE AND INVESTMENT BANK

SMIB, as the premier housing bank to the Nation, is in the process of restructuring the bank's operation with a view to offer a higher level of customer satisfaction and wider variety of services. As such we invite applications from dynamic, result oriented individuals with relevant qualifications and experience for the following post.

## **Post of Assistant General Manager – Human Resources and Logistics**

### **Area of Key Responsibilities**

- Establishing human resources objectives in line with organizational objectives. Implement human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, employee relations and labour laws.
- Manage human resources operations by recruiting, selecting, orienting, training, coaching, counseling and disciplining staff, planning, monitoring, appraising and reviewing staff job contributions; maintaining compensation, determining customer-service strategies, designing systems, accumulating resources, resolving problems.
- Develop human resources operations financial strategies by estimating, forecasting and anticipating requirements, trends and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.
- Guide management and employee actions by researching, developing, writing and updating policies, procedures, methods and guidelines: communicating and enforcing organizational values.
- Comply with state and local legal requirements by studying existing and new legislation; anticipating legislation: enforcing adherence to requirements: advising management on needed actions.
- Oversee logistic function supporting the operational requirements of the bank on time and well structured.

### **Qualifications**

A degree of a recognized university

**with** Associate Membership of Institute of Personnel Management of Sri Lanka or UK

Or

Diploma in Personnel Management from NIBM or IPM

### **Experience**

Should possess a minimum of seven years experience in Human Resources Management in a Bank or recognized institution of which at least five years should be post qualifying experience in managerial level.

## **Remuneration**

### **Salary Scale:**

**Rs.158,890- 4,935 x 12 – 218,110 per month together with bank approved allowances.  
Monthly gross salary on this basis would be approximately**

<b>Minimum</b>	<b>Maximum</b>
<b>244,604/-</b>	<b>322,775/-</b>

**Age:** Not more than 45 years (Age limit will not apply to applications from the state sector organizations)

### **General Conditions**

#### **Other Benefits**

- Provident fund contribution 15% by the employer and 10% by employee. Contribution to the ETF is met by the bank
- Annual bonus of two months gross salary
- Housing loans at concessionary rates after confirmation in the service
- Benefits under bank's medical scheme
- Encashment of unutilized medical leave

**Method of selection:** Merit based selection followed by an interview.

**Closing Date of Application:** 10.05.2019

**How to Apply:** Through Registered Post

Qualified candidates should send their applications, Curriculum Vitae and copies of Educational / Professional transcripts and the names, addresses and contact details of two professional non-related referees. Post applied for should be indicated on the top left hand corner of the envelope enclosing the applications. Information on the SMIB can be viewed at [www.smib.lk](http://www.smib.lk).

Any form of canvassing in support of the application will be a disqualification.

**Applications should be sent under Registered Post to:**

**General Manager/CEO  
State Mortgage and Investment Bank,  
No.269, Galle Road, Colombo 03.**