

NSB FUND MANAGEMENT COMPANY LIMITED

NSB Fund Management Co. Limited is fully owned Subsidiary of National Savings Bank and dedicated Primary Dealer appointed by the Central Bank of Sri Lanka. The Company calls applications from eligible candidates for the following vacancies.

01. POST OF COMPLIANCE OFFICER

ELIGIBILITY REQUIREMENTS

1. Candidates should be citizens of Sri Lanka
2. Educational / Professional Qualifications
 - Attorney-at-Law **OR** Bachelor of Laws (LLB) from a recognized University
3. Experience
 - A minimum of three years' experience in the Similar Capacity in a Bank, Primary Dealer Company, Finance Company or a Related Field
4. Age Limit
Below 45 years

ROLES & RESPONSIBILITIES

- Draft and revise the compliance policies and protocols on behalf of the organization
- Develop and implement a compliance program to ensure the organization operates in accordance with the laws, rules, directions and internal policies
- Prepare and review the Agreements related to functions of Custodian, Trustee etc.
- Remain up to date on applicable laws and directions related to the organization and update the policies accordingly
- Provide regular reports to the Board of Directors and other relevant bodies detailing current status of Compliance
- Perform compliance audits to determine whether the established protocols are being followed and where they can be improved
- Educate and train employees on regulations and industry practices
- Maintain and up to date the written documentation and policies related to the organization's business activities

TERMS OF EMPLOYMENT

This position will be on permanent basis subject to a probationary period of one year.

REMUNERATION

Initial Monthly Gross Salary will be;

Rs. 100,000.00 – 131,250.00

Rs. 1,875 X 10 - 2,750 X 5

SPECIAL SKILLS

- In-depth knowledge of the industry's standards and regulations.
- Excellent knowledge of reporting procedures and record keeping
- Strong Leadership, Personality, Interpersonal skills and a flair for public relations.
- Ability to work under pressure
- Exceptional communication and command of the English language both written and oral.

02. POST OF RISK OFFICER

ELIGIBILITY REQUIREMENTS

1. Candidates should be citizens of Sri Lanka
2. Educational / Professional Qualifications
 - A Degree in Management, Finance, Accounting or Law from a recognized university
3. Experience
 - A minimum of two years' experience in Compliance and Risk functions in a Bank, Primary Dealer Company, Finance Company or Related Field
4. Age Limit
Below 45 years

ROLES & RESPONSIBILITIES

- Manage and improve the Company's risk management framework
- Establish the policies to monitor and measure various risk elements (Eg: Market, Liquidity, Operational Risk etc...)
- Work effectively to identify, analyze, and mitigate internal and external risks to support sustainable growth of the Company
- Successfully execute strategies, resolve issues, and provide support on all risk related matters
- Provide periodic reporting of risk management updates to the Board of Directors and provide ad-hoc risk updates to the regulators
- Possess in-depth and technical knowledge of financial markets/products with the ability to make critical, timely decisions
- Remain up to date on applicable laws and directions related to the organization and update policies accordingly

TERMS OF EMPLOYMENT

This position will be on permanent basis subject to a probationary period of one year.

REMUNERATION

Initial Monthly Gross Salary will be;

Rs. 80,000.00 – 105,000.00

Rs. 1,875 X 10 - 2,750 X 5

SPECIAL SKILLS

- In-depth knowledge of the industry's standards and regulations.
- Excellent knowledge of reporting procedures and record keeping
- Strong Leadership, Personality, Interpersonal skills and a flair for public relations.
- Ability to work under pressure
- Exceptional communication and command of the English language both written and oral

The applicants selected for the above posts will enjoy fringe benefits of an annual bonus, performance bonus, medical assistance scheme, provident fund and ETF benefits.

SUBMISSION OF APPLICATIONS

Applications giving full bio-data including Educational/Professional qualifications, experience and names and addresses of two non-related referees should be sent in under Registered cover to reach the undersigned or e-mail to ceo.nsbfmc@nsb.lk on or before **10.08.2020**. An applicant cannot use any other channel in forwarding the application.

Photocopies of the educational/professional & experience certificates should be attached together with the application. Applicants who fail to attach the relevant certificates will not be called for interviews.

Any form of canvassing will lead to immediate disqualification and the Company reserves the right to call only the short-listed candidates.

The post applied for should be stated on the top left-hand corner of the envelope.

Chief Executive Officer

NSB Fund Management Co. Ltd.

No. 400, Galle Road

Colombo 3.