



Pan Asia Bank, The Truly Sri Lankan bank, with over twenty-seven years of presence in the Banking Industry, is on an ambitious growth trajectory.

The Truly Sri Lankan Bank was recognized at the National Business Excellence Awards organized by the National Chamber of Commerce of Sri Lanka with two prestigious awards, the Runner-up Award for the Banking sector, and the Merit Award for Corporate Governance categories. These awards are a testament to strong financial/business fundamentals and how well the bank has laid a framework to mitigate any risks. In addition, Pan Asia Bank was also selected by LMD as one of the top 15 'Most Awarded Entities' in Sri Lanka.

We are looking to handpick a dynamic, results-oriented, and highly motivated individual to join us on this exciting journey and to make a positive contribution as a valued member of our growing organization.

EXECUTIVE – LEARNING & DEVELOPMENT

(Human Resources Department)

The Job:

- Conduct soft skill training for Junior Executives and below grades
- Preparation of PowerPoint presentations
- Assist Manager Learning and Development to organize and execute the training programmes planned for the calendar year
- Assist in compiling Training Need Analysis of staff for each financial year
- Analysis of skill gaps through pre-evaluations, audit reports, customer surveys and skill matrix and forward reports to Manager Learning and Development
- Work along with Talent Management Team, create talent pools and assist in developing staff for future requirements
- Follow up on budget approvals, payment invoice /requisition to finance, vendor payments and maintain records
- Update the existing E-Learning courses content according to business decisions, assign and follow up with staff on the courses according to the plan
- Registration of participants and follow-up on pre and post-evaluations of external training programmes

The Person:

- Minimum 03 years of experience in Learning and Development in a recognized institution, preferably in a Bank or in a financial institution
- Professional qualification in HRM or a Diploma in Training & Development from a recognized institution or equivalent
- Excellent communication and presentation skills
- Sound knowledge of MS Office packages
- Teamwork and time management skills
- Self-motivation and driven attitude

Remuneration:

The successful candidates will be provided with an attractive remuneration package including fringe benefits, commensurate with industry standards and will be **placed in an appropriate grade based on the level of competencies and experience.**

Please forward your resume within 07 days of this advertisement, stating the contact details of two non-related referees, to careers@pabcbank.com indicating the position applied for in the "Subject" line. Information forwarded by you shall be treated strictly confidential and referees shall be contacted with your consent.

**Head of Human Resources,
Pan Asia Banking Corporation PLC,
No 450, Galle Road, Colombo 03**