



Pan Asia Bank, The Truly Sri Lankan Bank, with over twenty-eight years of experience in the Banking Industry, is on an ambitious growth trajectory. The Bank was awarded 'Best Employee ESG Program of the Year 2022' by Global Banking & Finance Awards UK. It was also honored by LMD as one of the top 15 'Most Awarded Entities' in Sri Lanka while being among LMD's 'Most Respected Entities' and Business Today magazine's Top 40 Business Entities in Sri Lanka.

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

CHIEF MANAGER

HUMAN RESOURCES

Job Profile:

- Implement HR strategies that support the bank's business objectives and foster a positive workplace culture which promotes employee engagement, satisfaction, and retention
- Monitor and ensure that the efforts to attract top talent and onboarding are effective and efficient
- Review and update all HR policies on time and the papers to the Board, Board Committees, CBSL, and other regulatory authorities are done promptly
- Ensure all statutory compliances are in line and the policies and practices comply with all relevant laws and regulations
- Ensure digitization of all possible HR functions through the modules of the HRMS
- Monitor the exit management process and ensure employee retention strategies are followed effectively
- Ensure the entire Talent Management functions; annual promotion cycle, internal staff movements, cadre management and the performance management process are carried out as per the policies and procedures defined and ensure timely completion.
- Oversee the disciplinary management function
- Oversee the administration of payroll, benefits, and other employee services, ensuring accuracy and compliance
- Ensure staff skills are aligned with the bank's strategic objectives through effective learning and development processes
- Ensure timely and accurate submission of HR budgets and Annual Report information to relevant units
- Assist in carrying out employee surveys and market salary reviews from time to time
- Maintain updated HR metrics and analytics for decision-making, prepare and present regular reports on HR activities when required

Candidate Prerequisites:

- A Bachelor's degree in Human Resources or a related field from a recognized University. A Master's degree or a full professional qualification in HR/Banking will also be accepted
- Minimum of 10 years of experience in the banking industry, with at least 05 years of managerial capacity in a Human Resources Department
- In-depth knowledge of overall HR functions and the operation
- Strong leadership and team management skills, with the ability to inspire and develop a high-performing HR team
- Excellent verbal and written communication skills, with the ability to influence and build relationships with stakeholders at all levels
- Proficiency in HR metrics and analytics, with the ability to use data to drive decision-making and improve HR practices
- Ability to manage multiple priorities and good in strategic thinking and planning

Remuneration:

The successful candidates will be provided with an attractive remuneration package including fringe benefits, commensurate with industry standards.

If you are a results-driven HR professional looking for a challenging and rewarding opportunity, we invite you to apply for the position through our career portal before the deadline provided.

[APPLY NOW](#)

Assistant General Manager - Human Resources,
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