



Assistant Manager – Internal Communications Marketing Department

DO YOU EMBRACE
PERSEVERANCE, DISPLAY
RESILIENCE, AND BELIEVE THAT
COLLECTIVELY

we can foster growth and progress together?



You should ideally,

- possess minimum of 3-5 years in internal communications, employee engagement, or corporate communications, preferably in a large organization or financial services sector.
- possess a degree in Marketing, Communications, Journalism, or a related field.
- Possessing Certifications in Corporate Communications or Internal Branding are advantageous will be an added advantage.
- possess proficiency in internal communication tools, such as intranet platforms and email management systems.
- possess Strong content creation, copy writing skills & knowledge of event planning and execution.
- possess strong interpersonal skills and ability to engage with diverse employee groups.
- Creative problem-solving abilities & excellent organizational and time management skills.

You will be responsible for

- Collaborating with the Senior Manager to create a strategic plan for internal communications.
- Communicating DFCC Bank's brand values and messages consistently to employees.
- Developing and disseminating content, including newsletters, bulletins, and email updates.
- Assisting with internal brand engagement events and initiatives that promote a positive work Culture.
- Conducting employee feedback surveys and analyzing engagement metrics to improve internal branding.
- Working with HR, Customer Service, and Digital teams to align internal communications with brand goals.

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 13 January 2025.

Chief Human Resource Officer DFCC Bank PLC, 73/5, Galle Road, Colombo 03