



# HDFC BANK

This is an ideal opportunity to advance your career in banking, with a bank which has served the nation for four decades standing by all stakeholders, providing shelter and support in fulfilling the aspirations of Sri Lankans including business community through diversified financial solutions.

The Bank is in the process of chartering into new vistas of development banking.

The HDFC Bank is looking for competent, dynamic & result-oriented individuals with a proven track record to fill the following position.

## AGM - HR & ADMINISTRATION

Overall management and implementation of the Bank's HR and administration strategies and policies, overseeing specific HR and administration functions.

### Job Profile:

#### Human Resource Function

- Oversee all HR functions including recruitments, training & development, performance management and employee relations.
- Close monitoring of the recruitment plan to fill the required headcount in a timely manner.
- Facilitate Training & Development Programs to enhance employee skills and productivity
- Lead the performance management process, defining KPI process, setting clear performance goals and conducting evaluations.
- Design, implement and oversee HR strategies that align with the assigned KPIs
- Address and manage conflict resolution across the bank to maintain a positive work environment.
- Oversee adherence to labour laws and HR policies ensuring fairness and compliance.
- Develop, implement and timely reviewing of HR policies and procedures.
- Ensure legal and compliance of HRM with the respective regulatory authorities.
- Monitoring of staff Disciplinary matters according to the Disciplinary code of the Bank

#### Administration Function

- Responsible for the procurement functions of the Bank and for implementing transparent procurement procedures, policies and guidelines and administration of the procurement cost effectively.
- Responsible on Bank's Fixed Asset portfolio, periodic verification on fixed assets/non-fixed assets and annual services/repair/maintenance of all fixed assets to control and management of the same.
- Responsible on all payments to suppliers/service providers including all utility bill payments and rental payments on time.
- Responsible on overseeing and providing facilities, services, maintaining and maintenance activities in the Bank.
- Responsible on handling of investment properties.
- Responsible on all administration functions of the Bank

### Candidate prerequisites:

- A Chartered fellow member of CIPM

**OR**

- Bachelor's Degree in HR, Business Administration or related field in a recognized university/ institution
- Master's Degree in HR, Business Administration from a recognized university/ institution will be an added qualification
- Excellent communication and interpersonal skills.
- In-depth technical expertise in employment law and ability to handle complex and sensitive employee issues.
- Knowledge in new HR trend and best practices.
- Minimum 10 years' experience in the Executive capacity in HR & Administration out of which 05 years' experience in senior managerial position/s in a recognized Licensed Commercial Bank or Licensed Specialized Bank.

**Age Limit :** Preferably below 45 years.

### Remuneration :

- An attractive remuneration package awaits the right candidate.

## APPLICATION PROCEDURE

Applications with two non-related referees should be sent via email to : [careers@hdfc.lk](mailto:careers@hdfc.lk) on or before **09.04.2025** indicating the position applied for in the subject line of the e-mail.

Those who do not possess the required qualifications and experience as at the closing date will not be eligible to apply for the above post. Any application not meeting the required qualifications or received after the deadline will be rejected without any notice.

Candidates who fail to provide originals of relevant documents at the interview will not be appointed under any reason for this post.

Any form of canvassing will be a disqualification.

HDFC Bank reserves the right to postpone or cancel the recruitment. Only short-listed candidates will be contacted for the next step of the recruitment process.

**General Manager / Chief Executive Officer**  
**HDFC Bank of Sri Lanka**  
**P.O. Box 2085,**  
**Sir Chittampalam A. Gardiner Mawatha, Colombo 02.**  
**Telephone : 0112356800      [www.hdfc.lk](http://www.hdfc.lk)**