

State Mortgage & Investment Bank

Career Opportunities at SMIB

SMIB, as the premier housing bank to the Nation, is in the process of restructuring the bank's operation with a view to offering a higher level of customer satisfaction and wider variety of services. As such we invite applications from candidates who have demonstrated dynamic leadership roles and make full commitment to achieve business goals with relevant qualifications and experience for the following posts.

CHIEF INTERNAL AUDITOR

Overall purpose of the job is to direct and lead the planning and conduct of technical, operational, financial and compliance audits with selected policies, procedures and regulations to evaluate and increase efficiency and/or effectiveness of the internal audit control systems to promote good corporate governance towards achieving bank's mission and vision.

Key Responsibilities

- Evaluate historical transactions, analyzing trends and giving suggestions to improve the efficacy of processes to minimize transaction costs of the bank
- Establishing and maintaining systems and controls in order to ensure policy and the operational decisions are correctly implemented.
- Ensuring the establishment of effective and efficient Information System based audits covering all aspects of organizational systems
- Supervise regular audit in the bank operations as per the monthly audit plan / program within the audit scope.
- Check compliances of the business transactions of the bank with regard to the policies, procedures, approved budget, key management decisions, internal circulars and all other regulatory requirements and produce reports.
- Developing internal audit control systems to prevent from frauds and misappropriation of funds.
- Establishing and maintaining accounting and auditing standards in bank operations
- Ascertaining the reliability of accounting and other data developed within the bank
- Reviewing and appraising sound and adequacy of accounting applications, financial and operational controls

Qualifications:

Full professional membership of at least one of the following institutions.

- a. Institute of Chartered Accountant of Sri Lanka
- b. Institute of Chartered Accountants of England & Wales

with

Certified Information Systems Auditor Certification / IT Degree from a recognized university.

Experience and Exposure:

Overall 12 years managerial experience of which 8 years post qualifying experience in auditing with at least 4 years should be at senior managerial level in a bank or recognized financial institution. Excellent hands on experience with knowledge on IT based audit techniques is a definite requirement. He/She should be familiar with Internal Audit Standards issued by the Institute of Internal Auditors and also with banking sector corporate governance practice and disclosure requirements.

Remuneration:

Salary Scale: Rs. 106,670 - 3,535 x 12 - 149,090 per month together with bank approved allowances. Monthly gross salary on this basis would be approximately.

| Minimum | Maximum |
|-----------|-----------|
| 175,415/- | 231,410/- |

Age: Not more than 50 years (The age limit will not however apply to those already employed in a state sector organization).

CHIEF MANAGER (HUMAN RESOURCES & LOGISTICS)

Key Tasks and Responsibilities

- Support establishing human resources objectives in line with organizational objectives. Implement human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, employee relations and labour relations.
- Manage human resources operations by recruiting, selecting, orienting, training, coaching, counseling and disciplining staff; planning, monitoring, appraising and reviewing staff job contributions; maintaining compensation; determining customer-service strategies; designing systems; accumulating resources; resolving problems.
- Support Management and employee actions by researching, developing, writing and updating policies, procedures, methods and guidelines; communicating and enforcing organizational values.
- Comply with state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
- Create policies and procedures for logistics activities of the bank.
- Overall supervision of building maintenance and Infrastructure facility management (Fire Alarm, Security System, Fire extinguishers, etc.)
- Ensuring of renewing lease agreements pertaining to branch buildings, setting up new branches, shifting of branches are done in the most appropriate manner.
- Ensuring the outsourced services delivering the expected output. Thus responsible for choosing individuals or businesses to tackle outsourced services. Review proposals and check qualifications in order to make the selection that will benefit the bank most.
- Devise and use fruitful sourcing strategies in terms of overall procurement function of the bank; Negotiate with external vendors to secure advantageous terms; Examine and test existing contracts in terms of procurement; Track and report key functional metrics to reduce expenses and improve effectiveness; Expect unfavourable events through analysis of data and prepare control strategies.
- Analyze risk factors of supply contracts / agreements and contribute to take most appropriate decision with regard to all contracts and agreements.

Qualifications:

Graduate of a recognized University / An Attorney-at-Law. Preference will be given to candidates who possess MBA qualification.

Experience:

Should possess a minimum of 10 years in an executive capacity in Personnel Management and Administration work Or a minimum of 07 years experience with the Diploma in Personnel Management of the Institute of Personnel Management.

Remuneration:

Salary Scale: Rs. 83,025 - 2,600 x 12 - 114,225 per month together with bank approved allowances. Monthly gross salary on this basis would be approximately.

| Minimum | Maximum |
|-----------|-----------|
| 144,204/- | 185,388/- |

Age: Not more than 50 years of age. (The age limit will not however apply to those already employed in a state sector organization).

General Conditions

Method of Selection - Inviting applications as per the recruitment policy and procedure of the bank.
Selection by Interview

Other Benefits

- Provident Fund contribution 15% by the employer and 10% by employee. Contribution to the ETF is made by the bank
- Annual bonus of two months gross salary
- Housing loans at concessionary rates after confirmation in the service
- Benefits under bank's medical scheme
- Encashment of unutilized medical leave

Closing Date for Applications - 27.08.2018

How to Apply

Interested qualified candidates should send their applications, curriculum vitae and copies of their Educational / Professional transcripts and the names, addresses and contact numbers of two professional non-related referees. Post applied for should be indicated on the top left-hand corner of the envelope enclosing the application.

Any form of canvassing will be a disqualification.

Applications should be sent under Registered Post to -

**General Manager,
State Mortgage and Investment Bank,
No. 269, Galle Road,
Colombo 03.**