

VACANCY



CREDIT INFORMATION BUREAU OF SRI LANKA

The Credit Information Bureau of Sri Lanka (CRIB) plays a pivotal role in the country's financial ecosystem by facilitating and enhancing credit flow and promoting credit inclusivity. This is achieved through the provision of timely and accurate credit information to licensed banks and financial institutions, thereby supporting informed lending decisions.

As part of our ongoing, technology-driven and innovation-focused development roadmap-aimed at broadening the Bureau's reach and impact within the financial sector-we are seeking to recruit dynamic and forward-thinking professionals to join our team in the following capacities:

SENIOR MANAGER-FINANCE/CHIEF MANAGER - FINANCE

JOB DESCRIPTION

- Implementation of strategic initiatives in the areas of financial management, budgeting, financial reports, management accounting, finance operations, financial control, risk management, taxation and finance.
- Manage treasury investment, operations, ensuring optimal risk controls.
- Ensure accurate and timely preparation of financial statements in accordance with SLFRS and audit requirements.
- Lead the development and execution of financial strategies aligned with CRIB's mission and regulatory framework.
- Liaising with regulators, internal/external auditors and other authorities.
- Providing MIS reports relating to the financial information on regular basis.
- Ensure and implement a robust finance system for finance department.

PREREQUISITE QUALIFICATIONS

- Full qualification in Chartered, CIMA, ACCA or degree in Finance.
- A master's degree in related field will be considered as an advantage.
- Strong leadership qualities & excellent interpersonal skills are essential.
- Must demonstrate excellent multitasking abilities, work independently and collaborate effectively across function.
- Proficiency in the communication delivering presentation is expected.
- Minimum 10 years' experience out of which 5 years in the managerial/senior managerial capacity and preferably heading a division in the Finance sector.
- Preferred age range between 35 to 50 years.

SENIOR MANAGER - HR & ADMINISTRATION

JOB DESCRIPTION

- Design, implement, and oversee the Strategic HR Plan in alignment with the Corporate Strategy of the Bureau.
- Oversee training, onboarding, employee engagement, and grievance handling, promoting staff well-being.
- Lead, coach, mentor, and develop staff to ensure alignment with strategic HR and administrative objectives.
- Monitor and drive performance measurement targets, KPIs, and compliance with HR controls and policies.
- Handle payroll, performance management, training & development and recruitments.
- Ensure compliance with labor laws, regulatory requirements, and internal governance policies.
- Design and implement HR policies, procedures, and systems aligned with organizational goals.
- Manage HRIS and digital transformation projects related to HR and administrative systems.
- Facilitate internal communication, organizational development, and change management processes.

- Manage the overall administration functions of the Bureau, ensuring efficient office operations, facilities management, procurement, asset management, logistical support, and adherence to internal policies and regulatory compliance requirements.

PREREQUISITE QUALIFICATIONS AND EXPERIENCE

- A Bachelor's degree from a recognized university in Human Resources Management, Business Administration, or a fully recognized professional qualification in HRM is required.
- A Master's degree in a related field will be considered an added advantage.
- Candidates must possess at least 5 years of experience at a managerial/senior managerial level within HRD, HRM, or HCD.
- Strong leadership qualities and excellent interpersonal skills are essential.
- Proficiency in business communication, delivering presentations, and conducting training sessions is expected.
- Preferred age range is between 35 and 45 years.

REMUNERATION

- An attractive remuneration package in par with the market standards are on offer to the prospective candidates.

SELECTION

- Through interviews. The Bureau reserves the right to call only short listed candidates.
- All information provided will be treated with strict confidentiality.

Interested individuals are requested to forward an e-mail **quoting the position applied under subject of the email to vacancy@crib.lk** with a comprehensive Curriculum Vitae and contact details of two non-related referees **within 7 days** of the publication of the advertisement.

All information will be handled with the utmost confidentiality and will only be accessible to the involved parties (Candidate and Institution) for this purpose. Canvassing in any form will be an immediate disqualification.

**THE DIRECTOR / GENERAL MANAGER,
CREDIT INFORMATION BUREAU OF SRI LANKA,
No. 201, Sir James Peiris Mawatha, Colombo 02.**