



Manager - HR & Administration (MM 1-1)

for Sri Lanka's Largest Retail Store

Qualifications:

External Candidates: (1 or 2 below)

1. A Bachelor's Degree in Human Resources Management/ Public Administration / Public Management or Business Administration which is recognized by U.G.C.
AND
01 year post qualifying service experience in the subject area relevant to the post.
2. Having completed Professional Qualification in Human Resources Management at any recognized Professional Chartered Institute (Intermediate level)
AND
01 year post qualifying service experience at in the subject area relevant to the post.

Internal Candidates (1 or 2 below):

1. Having obtained the qualifications required by the external candidates above.
2. Completion of five (05) year of satisfactory service in Assistant Managerial Level (JM) in the subject area relevant to the post.

Age: Should be not less than 22 years and not more than 45 years.
(The upper age limit will not apply to the internal candidates)

Salary & Other Allowances: MM 1-1 2016 Rs. [53,175 - 10 x 1375 - 15 x 1910 - 95,575]
Basic Salary Rs.53,175/= (In addition allowance approved by the Government will be paid)

Other Benefits: Transport Allowance Rs.12,500/= + Mobile phone reimbursement Rs.3,000/=

Nature of appointment: Permanent

The Ideal Candidates should also:

- Have excellent analytical, Problem solving and organizing skills with the ability to evaluate, review, interpret data and should be highly self-motivated individual
- Possess strong leadership qualities, interpersonal communication skills;
- Be able to demonstrate good IT skills;
- A proven ability to lead and direct multi-disciplinary teams. Experience in proper deployment and efficient management of human and other resources.

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of Sri Lanka.
- iii. Should be of excellent moral character.

If you have the right qualifications and experience, please submit your curriculum vitae with copies of certificates under registered cover to below mentioned address or email to vacancies@lankasathosa.org within 14 days of this advertisement: (The post applied should be indicate on the top left hand corner of the envelop/ "Subject" line of the email.)

(The organization will correspond only with the sort listed candidates)

