

## Senior Banking Assistant Training and Development



Ideal candidates should;

- be below 28 years of age
- possess 4 years experience in Human Resources preferably in a Bank/Finance Institution, including at least 2 years exposure to training and development
- have passed the GCE O/L with credit passes for English and Mathematics (first sitting) **and** 3 passes for the main subjects at GCE A/L (excluding General English)
- possess excellent verbal and written communication skills and interpersonal skills
- have good planning and organizing skills and the ability to meet requisite deadlines
- be IT literate

Your main responsibilities will be;

- assisting the Head of Training to structure programmes and evaluate content
- organizing in-house training programmes
- coordinating foreign and local external training programmes
- coordinating overseas business travel of staff

A competitive remuneration package and other fringe benefits as well as structured career advancement opportunities and extensive training are on offer for the chosen candidate.

Please apply by e-mail sending a DFCC Bank application form which could be downloaded from our website to [recruit@dfccbank.com](mailto:recruit@dfccbank.com) with the post applied for in the subject by 19 May 2021.

Canvassing in any form will result in disqualification.  
Correspondence will only be with the short-listed candidates.

Senior Vice President (Human Resources)  
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