



# Are you driven by ambitious goals for your future?

Seylan Bank, one of the most progressive banks in the country, is seeking a competent and forward thinking person to fill the following vacancy. This is your opportunity to join our dynamic team and move towards your career goals.

## Officer/ Assistant – Project Management Office

### Job Responsibilities

- Assist, coordinate and monitor the implementation program by Empowered Measure Owners, Accountable Sub- Owners and the entire Bank.
- Coordinate to provide consistent support to ensure planned engagement is achieved within the target dates.
- Peruse necessary and relevant data analysis and other key information gathered to identify issues and risks in the implementation process and escalate same in a timely manner.
- Ensure regular timely status updates are obtained from Empowered Measure Owners/Accountable Sub- Owners to provide progress at the Steering Committee meetings.
- Coordinate and demand regular status updates from Empowered Measure Owners and Accountable Sub-Owners.
- Assist the Manager in-charge to coordinate to critically challenge and if necessary realign un-satisfactory reports that will not achieve timely delivery of plan objectives or will lead to costly overruns.
- Ensure follow up on the commencement and completion of the activities so as they are achieved within the stipulated timelines.
- Assist to identify business functions with low execution ability and provide or recommend specific additional support.

### The Person

- Minimum of 3 - 5 years experience in Banking/Finance/Project Management.
- Full or part qualification /Computer Science /Statistics /Mathematics /Finance /Management or Economics will be an added advantage.
- Strong analytical, technical and interpersonal skills and IT literacy.
- Excellent written and verbal communication skills.

Applicants are invited to log on to [www.seylan.lk](http://www.seylan.lk) and upload the updated CV along with a recent photograph, or email the CV to [careers@seylan.lk](mailto:careers@seylan.lk) within 7 days of this advertisement.

Jayantha Amarasinghe - DGM Human Resources