

# VACANCY

# DGM

## HUMAN RESOURCES & ADMINISTRATION



The Associated Newspapers of Ceylon Limited (ANCL), widely known as Lake House, is the home and heart of print media in Sri Lanka. The country's pioneer print media institution having a history of over 100 years and 25 years of online publishing, continues to occupy the number one spot in the print media industry.

Lake House is looking for talented and dynamic individuals who possess the following qualifications and requirements to fill the Position of Deputy General Manager-Human Resources & Administration

### Qualifications and Requirements:

- ◆ Degree in HRM/Management/Business/ Finance OR
  - ◆ Full Professional Qualification of CIPM OR
  - ◆ Class 1 Officer of Sri Lanka Administrative Service OR
  - ◆ MBA or Masters in HRM
- 10 years of experience in HRM including 05 years in a Senior HRM position
  - Exceptional communication skills, writing skills, IT skills & interpersonal skills
  - Ability to develop the HR team to harness the best potential
  - Ability to work with minimum supervision
  - Ability to meet deadlines

### Duties and Responsibilities:

- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Formulation of standard policies & procedures for the key HR functions.
- Ensure comprehensive recruitment & selection process.
- Drive a robust performance management system.
- Ensure proper learning and development culture for employees.
- Develop succession planning to facilitate a defined career path whilst ensuring employees are identified and groomed for future leadership.
- Manage industrial relations including disciplinary actions, grievance handling, arbitration, labour matters & litigation
- Optimization of the property portfolio of the company

**Age:** Below 50 years for external candidates

**Remuneration:**

An attractive and negotiable remuneration package commensurate with the qualifications and experience will be offered to the selected candidate.

### Applications:

Send your CV with names and contact details of two non-related referees to the under mentioned address within 07 working days of this advertisement.



**GENERAL MANAGER**

The Associated Newspapers of Ceylon Limited  
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