

# Executive Human Resources – Talent Acquisition

We are

National Development Bank PLC being Sri Lanka's Best Bank for 2022 with twin wins from prestigious Global Finance USA and Euromoney, is charting a new course in Sri Lanka's banking and financial services sector. NDB's dynamism and innovation in digital technology garners it the respect as one of the most versatile banking institutions in the country, and has been externally endorsed by multiple awards, including the much coveted title of Best Bank for Digital Financial Services by Asiamoney for 2022 and the Most Awarded Corporate.

NDB in its quest of being a service oriented Bank, is on the lookout for a dynamic HR Executive who will assist in the ever changing recruitment and resourcing needs of the Bank.

## The Job

- Undertaking activities such as drafting and publishing internal and external advertisements
- Reviewing/ shortlisting of applications and setting up preliminary/ final interviews as per business line requirements
- Undertaking attractive Zee generation recruitment drives to attract young talent for startup positions in the Bank
- Undertaking Recruitment and other Brand Building Activity through Social Media and other popular publicity channels
- Being savvy to manage State of the Art HR systems driven recruitment
- Undertaking recruitment drives and initiatives to attract professional and experienced talent
- Being the HR Representative/ Panelist at interviews
- Being engaged and communicating with new recruits throughout recruitment and onboarding via written, oral and digital means
- Giving offers and closing the recruitment
- Being able to add value and manage Bank's aggressive talent attraction and resourcing plans
- Effective management of external parties such as academic and professional bodies
- Liaising with agencies and head hunters as appropriate
- Managing external stakeholders and prospective employees preserving the reputational risk of the Bank
- Identifying and implementing cost optimization initiatives for recruitment such as automation and digitization

## The Person

- At least 8 years of experience in HR, with exposure to Recruitment, Talent Acquisition
- Excellent proficiency in Microsoft Office applications and a sound knowledge in social media platforms such as Facebook, Twitter, Instagram, LinkedIn etc
- Excellent interpersonal skills and effective verbal and written communication skills
- Exposure to other areas of business in addition to HR will be advantageous
- Be Part/ fully qualified in HR related qualifications, Banking, Business Studies
- Attention to detail and being able to handle multiple tasks simultaneously
- Ability to work collaboratively and independently
- Strong team player with a results driven approach

Please login to <https://www.ndbbank.com/careers> to apply on or before 14<sup>th</sup> August 2023.

We will correspond only with the shortlisted applicants.

