

VACANCIES



CREDIT INFORMATION BUREAU OF SRI LANKA

The Credit Information Bureau of Sri Lanka (CRIB) plays a pivotal role in the country's financial ecosystem by facilitating and enhancing credit flow and promoting credit inclusivity. This is achieved through the provision of timely and accurate credit information to licensed banks and financial institutions, thereby supporting informed lending decisions.

As part of our ongoing, technology-driven and innovation focused development roadmap aimed at broadening the Bureau's reach and impact within the financial sector, we are seeking to recruit dynamic and forward-thinking professional to join our team in the following capacity.

EXECUTIVE HUMAN RESOURCES (HR) - FIXED TERM CONTRACT

The Executive HR will primarily be responsible for assisting the Head of HR in the execution of HR operations, ensuring effective delivery of HR services, while achieving assigned goals and KPIs.

KEY RESPONSIBILITIES:

- Assist in recruiting right talent at the right time in line with the recruitment plan / cadre plan of the Bureau, adhering to internal policies and stipulated compliance standards.
- Ensure accurate and timely completion of data collection and verifications.
- Assist in organizing periodical performance evaluations, and provide management information reports as and when requested.
- Ensure effective implementation of planned staff training & development programs.
- Assist in organizing employee engagement, CSR and employee welfare activities.

QUALIFICATIONS & EXPERIENCE:

- Degree in HR, Business Management, or a similar qualification.
- Minimum of 2 years' working experience in a related field, in reputed organizations.

WORK PROFILE:

- Directly reporting to Head of HR.
- Assist in delivering time-bound, target-oriented business objectives in line with the overall strategic plan of the Bureau.

REMUNERATION

An attractive remuneration package in par with the market standards are on offer to the prospective candidates.

SELECTION

- Through interviews. The Bureau reserves the right to call only short-listed candidates.
- All information provided will be treated in a strict confidential.

You are strongly encouraged to carefully go through the Applicant Privacy Notice (which describes how and what type of personal data will be collected, why it is collected and to whom it will be shared or revealed) available on our official website (<https://www.crib.lk>) prior to applying for this vacancy. All information will be handled with the utmost confidentiality and will only be accessible to the parties as detailed in the Applicant Privacy Notice for this purpose.

Interested individuals are requested to forward an e-mail **quoting the position applied under subject of the email to vacancy@crib.lk** with a comprehensive Curriculum Vitae and contact details of two non-related referees within 7 days of the publication of the advertisement.

Canvassing in any form will be an immediate disqualification.

THE DIRECTOR / GENERAL MANAGER,
CREDIT INFORMATION BUREAU OF SRI LANKA,
No. 201, Sir James Peiris Mawatha, Colombo 02.