

Career Opportunities at a WORLD-CLASS BANK

At NDB Bank we do things differently. This philosophy has enabled us to become a world-class financial services provider in Sri Lanka, with a strong presence in SME Finance, Project Finance, Corporate Banking, Retail Banking, Insurance, Investment Banking and Stockbroking.

MANAGER TRAINING - BANKING OPERATIONS TRAINING

THE JOB

- Delivery of training for all professionals in our front and back offices in meeting their operational banking training needs proactively.
- Decide the most appropriate means of meeting these identified training.
- Determine the most relevant approach in meeting them.
- Develop methods to continuously monitor the effectiveness of training through tangible business related measurement criteria.

THE PERSON

- Prior experience in delivery of banking operations training is mandatory.
- Possess academic/professional qualifications preferably in Banking or Business Management.
- Over seven (7) years hands on experience in banking in order to understand the evolving training needs.
- Be able to structure and deliver training programmes independently.
- Possess excellent communication skills and the ability to deliver training in all three languages would be an advantage.
- Be willing to travel extensively between our branch network to deliver programmes.
- Ability to deliver soft skills training would be a further advantage.

ASSOCIATE - TRAINING

THE JOB

- Manage the training administration function at the dedicated training centre of the Bank.
- Coordinate training events that are organized in the training centre.
- Provide necessary IT, technical and logistical support.
- Market the training centre effectively in order to make it a profit centre where applicable.

THE PERSON

- Should be professionally part qualified in fields of HR, Banking or Business Management.
- Should possess 2-3 years experience in a similar role of coordination/marketing of services.
- Possess excellent communication skills and the ability to communicate in all three languages would be an advantage.
- Make this an opportunity to have a career as a Human Resource Professional.

RELATIONSHIP MANAGERS - CORPORATE BANKING

THE JOB

- Young, dynamic and proactive professionals to grow the portfolio in both short term and long term lending.
- Thus, growing a Commercial Banking or a Project Financing portfolio.
- Possess ability and experience of successfully evaluating business proposals.
- Secure business relationships in order to grow a healthy portfolio.

THE PERSON

- Should be 30 years or above in age.
- Minimum 5 years experience in managing a Corporate portfolio either in Commercial Banking or in Project Financing.
- Be fully qualified with a suitable academic or a professional qualification.
- Those with an engineering background are encouraged to apply for project financing.
- Be a target oriented self starter, exhibiting a high level of initiative.
- Strong relationship management skills.
- Strong analytical skills.
- Should be a team player who works towards a common business goal.

ASSOCIATES - CORPORATE BANKING

THE JOB

- Professionals to assist Relationship Managers of Corporate Banking.
- Manage portfolios under the guidance of a corporate banking team.
- Be knowledgeable to add insight into Portfolio Management.

THE PERSON

- Be below 25 years of age.
- Be partly qualified in Finance or Business.
- Possess excellent analytical skills.
- Maturity to handle customers.
- Be effective in both written and oral communication.
- Possess a drive for marketing.

MANAGER - RISK MANAGEMENT (COMMERCIAL BANKING) MANAGER - RISK MANAGEMENT (PROJECT FINANCING/SME)

Two critical managerial positions are available in our Risk Management Team for suitable candidates in the Commercial Banking and Project Financing/SME Specializations.

THE JOB

- Perusal of credit proposals to ensure that the proposals are within Bank's overall credit policy and procedures. Ability to identify additional risk and suggest suitable risk mitigates.
- Monitor overdue reviews and advances and advise Relationship Managers to prevent formation of Non-Performing Loans.
- Monitor the Watch Listing process and ensure adequate provisioning.
- Continuously monitor the economic/business environment to identify triggers that would impact business and/or portfolio quality of the Bank.
- Contribute towards overall risk policy and procedure development of the Bank.

THE PERSON: *MANAGER - RISK MANAGEMENT (COMMERCIAL BANKING)*

- Should possess a suitable professional/academic qualification.
- Over 10 years of banking experience with at least 5 years exposure in Corporate Banking.
- Sound understanding of Commercial Banking products including Trade Finance and Treasury.
- Possess strong analytical skills.
- Be a target oriented team player with exceptional interpersonal skills.

THE PERSON: *MANAGER - RISK MANAGEMENT (PROJECT FINANCING/SME)*

- Should possess a suitable professional/academic qualification.
- Over 8 years of banking experience of which at least 5 years in Project Finance/SME.
- Possess strong analytical skills.
- Be a target oriented team player with exceptional interpersonal skills.

DEPUTY MANAGER - CREDIT ADMINISTRATION

THE JOB

- Critical perusal of relevant documents as per the laid down credit administration procedure of the Bank to ensure compliance.
- Timely completion of offer letters and other documents as per service level agreements with relevant business units.
- Authorize transactions as per the core banking system specifications.
- Monitoring and follow-up of collaterals.

THE PERSON

- Should be a Finalist of the Chartered Institute of Management Accountants (CIMA) or have an equivalent academic qualification.
- Minimum of 8 years of experience in banking with exposure to Corporate and Credit Administration.
- Prior experience in working on Globus Software is an advantage.
- Be a target oriented team player with exceptional interpersonal skills and customer orientation.

DEPUTY MANAGER - INTERNAL AUDIT

THE JOB

- Understand the concepts of risk based auditing and be conversant of the operational risks prevailing in the banking industry.
- Ability to effectively manage audit teams monitoring progress of the audits, ensuring deadlines are met, audit scope is adequately covered and adhering to audit processes.
- Appropriately plan and effectively perform audits, investigations and other assignment in all areas of the group, including branches.
- Finalise audits and investigations independently including drafting of audit reports.
- Actively participate in systems, product and process developments and other tasks or projects as directed by the Head of Audit.

THE PERSON

- Over 8 years experience in Audit, Credit, Risk Management, Operations, Treasury, Trade and/or Finance or be fully professionally qualified in banking.
or
- Possess part qualification (at least 2 parts) with minimum of 5 years relevant banking experience.
- Over 4 years audit experience in an Auditing Firm at senior level would be an added advantage.
- Knowledge in Credit/Debit Cards and other Banking products would be advantageous.
- Ability to work independently with integrity and professionalism.
- Be a good team player and contribute effectively towards continuous monitoring of internal controls in identified areas.
- Willingness to travel outstation, to perform branch audits.

Please forward your resumé (not exceeding 3 pages), including the names of two non-related referees within 7 days of this advertisement, with the position applied for marked on the top left corner of the envelope to the following address or e-mail it to us at hr@ndbbank.com

Vice-President (Human Resources),
National Development Bank PLC
40, Navam Mawatha,
Colombo 2.

When sending the application please ensure that it is sent only by **one method** of delivery.

Canvassing in any form will result in automatic disqualification. Future correspondence will only be with those selected for an interview.

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