

JOIN THE MOST AWARDED BANK IN SRI LANKA



With an enduring vision of being the most technologically advanced, innovative and customer friendly financial organization, we, the Most Awarded Bank in Sri Lanka, continue to progress steadily while being the first Sri Lankan bank to be listed amongst the Top 1000 Banks in the World.

Our unparalleled record of success is supported by an unmatched suite of digital offerings and superior standards in service, stability and performance. We are poised to ascend to even greater heights in the near future.

Executive Officer – Industrial Relations

JOB PROFILE

- Develop and maintain strong relationships with business partners, focusing on employee and industrial relations, HR policy development and workplace harmony
- Stay updated on Employment Law, attend consultations, liaise with legal counsel and represent the Bank at Labour Tribunals, Higher Courts and other relevant forums
- Provide expert advice on industrial relations matters, ensuring compliance with legal standards and best practices
- Handle disciplinary matters, recommending and implementing appropriate disciplinary actions in consultation with management
- Draft documents related to employee disciplinary and documents related to IR matters
- Dealings with employee organizations and labor authorities
- Support management in maintaining positive employee relations, managing disputes and addressing any legal issues
- Ensure timely resolution of grievances and disciplinary issues in line with the Bank's policies
- Act as a liaison between the bank, employees, unions and labor authorities

APPLICANT'S PROFILE

- Attorney-at-Law.
- Full or part qualification in Human Resources Management or a related field from a recognized university / professional body
- Familiarity with banking operations is an added advantage
- Minimum of 3 years of experience in a similar capacity, preferably in industrial relations or HR compliance
- In-depth knowledge of Employment Law, industrial relations practices and the legal framework governing labor disputes
- Strong understanding of HR policies, disciplinary procedures and grievance management
- Ability to understand the subject matter, basic principles and terminology to draft required documents in the performing area of work
- Strong knowledge of legal processes, including representation at Labor Tribunals and Courts
- Excellent communication, negotiation and analytical skills
- Ability to analyze complex legal and HR issues and provide sound, practical solutions
- Strong interpersonal skills, able to engage with stakeholders at all levels, including legal teams, management, unions and employees
- Ability to work under pressure, manage multiple priorities and deliver results in a fast-paced environment
- Excellent negotiation and interpersonal skills

The successful candidate will be provided with an attractive remuneration package, commensurate with benchmarked financial institutions.

Interested candidates are invited to apply for the position, all applications should be routed through our corporate website.

To apply, please visit,

www.combank.lk

Careers

Open Positions

Executive Officer – Industrial Relations

 **COMMERCIAL BANK**