



Sri Lanka Insurance

A Fulfilling Career with the Nation's Insurance Provider...

Are you an experienced and dynamic individual who is on the lookout for that ideal boost to your career? Why not consider joining Sri Lanka Insurance Corporation, the pioneering insurance services provider to the nation? The premier insurance company is on a mission to enhance and revolutionise the insurance industry in the country and is seeking the finest minds to help it in this mission and achieve its goals.

Applications are invited from qualified and experienced personnel for the following positions:



PREMISES ENGINEER

The selected candidate will join the senior management team and be responsible to assist in the smooth running of the Facilities Department operations, ensuring that the business needs and targets are met on a daily basis by providing effective engineering and electro-mechanical maintenance support.

Job Duties & Responsibilities

- Responsible to ensure that the buildings and the surrounding environment meet the needs of the people that work in them
- Responsible for the general upkeep and maintenance of buildings to ensure that they meet health and safety standards and also the local authority regulatory requirements
- Proactively planning and scheduling mechanical, electrical, HVAC & Plumbing activities of the company
- Planning and scheduling of preventive / corrective maintenance for plant and equipment
- Managing any refurbishments, renovations and office relocations to make sure that they all run smoothly and according to plan, budget and scope
- Supervise and implement cost saving and economising measures in the HVAC and chiller plant operations
- Coordinate with consultants and contractors in acquisition of building services
- Check on plans, drawings and quantities for accuracy of calculations
- Operation and effective management of direct/indirect workforce
- Managing projects to budgets, time schedules and quality and scope objectives

Qualifications / Pre-requisites / Requirements for the position

- B.Sc. Degree / B Tech (OUSL / CEI / IESL / MIIESL) Mechanical or equivalent qualification related to the functional area from a University / Technical Institute approved by the University Grants Commission with a minimum of 10 years working experience Or
- NDT / NDES / HNDE Mechanical qualification with 15 years working experience
- Ability to develop a good working relationship with a wide range of people as well as customer and client management skills
- Excellent verbal and written communication skills
- Ability to work independently
- Uninterrupted commitment
- Project Management capability
- Solid organisational skills including attention to detail and multi-tasking skills
- Age below 45 years

PROJECT MANAGER

The selected candidate will be responsible for delivering every project on time, within the budget and scope while getting the best out of the people and projects that they oversee.

Job Duties & Responsibilities

- Coordinate internal resources and third parties / vendors for the flawless execution of projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation
- Develop a detailed project plan to track progress
- Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Measure project performance using appropriate systems, tools, techniques and report to management as needed
- Manage the relationship with the client and all stakeholders
- Perform risk management to minimise project risks
- Establish and maintain relationships with third parties / vendors
- Create and maintain comprehensive project documentation

Qualifications / Pre-requisites / Requirements for the position

- Degree / Diploma in Business Administration, Management, Information Technology or equivalent qualification from a recognised University / Institute
- Master's Degree in IT Project Management or Business Administration / Management will be an added advantage
- Proven working experience of more than 5 years as a project administrator in the Information Technology sector
- Solid technical background, with understanding or hands-on experience in software project implementation
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organisational skills including attention to detail and multi-tasking skills
- Age below 40 years

MANAGER – INFORMATION / LEGAL

The selected candidate will be responsible for the provision of information as required by relevant legislation. In addition, the role will assist the Company Secretary / Deputy General Manager-Compliance in carrying out all the core company secretarial responsibilities, including statutory compliance.

Job Responsibilities

- To carry out the duties of the Information Officer as required by the Right to Information Act, No. 12 of 2016
- Assist in drafting minutes of the board meetings and board sub-committee meetings
- Assist in ensuring compliance with the Companies Act, Insurance Act and rules and regulations etc.
- Liaise with regulatory and government bodies
- Assist in preparing reports to be submitted to regulators and various government entities

Qualifications / Pre-requisites / Requirements for the position

- An LLB Degree from a recognised University / Institute and be an Attorney – at – Law
- Full / Part qualification in CIMA / ACCA / CA / CMA will be an added advantage
- At least ten (10) years hands on experience will be preferred
- Excellent communication skills, especially written English and Sinhala
- Good interpersonal skills required (tact, honesty, integrity, confidentiality and patience)
- Accuracy and attention to detail is essential
- Age below 40 years

TRAINEE INSURANCE ASSISTANT

Vacancies exist at the head office and branches for smart, outgoing and results oriented young school leavers, who are aspiring to set a firm foundation for a fulfilling career in the insurance industry. As a Trainee Insurance Assistant, you would be required to learn and be proactively involved in all functions of both life and non-life insurance businesses.

Qualifications / Pre – requisites for the position are

- Passed G.C.E (A/L) with a minimum 3 passes in one sitting excluding General English
- Passed G.C.E (O/L) with Credit passes for Sinhala / Tamil, English and Mathematics
- Effective communicator in English (both spoken and written)
- Good Public Relations skills
- Part qualification in SLIM / CIM / ICBT / IPM / SLIDA / AII / ACII / ICASL / CIMA would be a distinct advantage
- Age below 24 years
- Ability to work in a computerised environment
- Willing to work in any branch around the island
- Experience in insurance will be an added advantage

If you believe you have what it takes to deliver exceptional results, send in your CV along with the names of two non-related referees within **07 days** of the publication of this advertisement to the given address, stating the post applied for on the top left corner of the envelope or e-mail it to jobs@srilankainsurance.com stating the post applied for on the subject line.

Canvassing of any nature will be a disqualification.

Manager HR
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Company Registration Number: PB289