

PEOPLE'S BANK

People's Bank, a premier bank in Sri Lanka with the largest customer base providing innovative financial solutions to its diversified clientele for over six decades and as a conducive environment for those who strive to achieve excellence and believe in professionalism, the Bank is looking for talented & dynamic individuals to fill the following position in the Bank.

MANAGER - PROCUREMENT

The duties and responsibilities relevant to the position of Manager - Procurement among others are;

- Managing the Bank's procurement and tendering processes in compliance with the approved Procurement Manual and applicable regulations.
- Providing recommendations to the Chief Manager – Supplies on procurement matters exceeding delegated authority limits.
- Preparing and presenting procurement proposals and recommendations to the Procurement Committee.
- Developing the annual procurement budget by consolidating requirements from Head Office departments and the branch network.
- Overseeing supplier contracts, service agreements, and the procurement lifecycle to ensure operational efficiency.
- Managing the Bank's fixed asset procurement and maintaining accurate records while coordinating financial reporting with the Finance Department.
- Leading, coaching, and developing procurement staff to enhance technical expertise and operational effectiveness.
- Monitoring departmental operations and ensuring compliance with internal controls, audit requirements, and regulatory standards.
- Coordinating timely responses to audit observations and ensuring implementation of corrective actions.
- Reviewing and updating procurement policies, procedures, and the Procurement Manual to align with best practices.
- Managing the procurement, storage, and distribution of stationery and other operational supplies to branches and departments.
- Overseeing the department's administrative functions, including staff management, budget control, and cost optimization.
- Any other official duties and responsibilities instructed by the bank which is within the capabilities and/or expertise of the employee to perform.
- Adhere to rules and regulations imposed by the Bank from time to time.

ELIGIBILITY CRITERIA

- Should be a citizen of Sri Lanka.

QUALIFICATIONS REQUIREMENT

Applicants should possess:

- A Bachelor's Degree in Supply Chain Management, Procurement Management, Logistics Management, or an equivalent qualification offered by a University or a degree awarding institution recognized by the University Grants Commission of Sri Lanka.
OR
- A Diploma in Purchasing and Materials Management or an equivalent qualification from a recognized institution acceptable to the Bank.

EXPERIENCE REQUIREMENT

- Should possess a minimum of three (3) years' post qualifying experience in procurement, purchasing or supply chain management (five years' experience will be an added advantage).
- Sound knowledge of procurement principles, tender procedures, contract administration, and supplier management.
- Strong analytical, negotiation, communication, and stakeholder management skills.
- Excellent report writing, planning, and decision-making abilities.
- Proficiency in Microsoft Office applications.

AGE

- Age preferably below 45 years of age as at closing date of applications.

METHOD OF SELECTION

Shortlisted applicants based on the stipulated qualifications and experience will be called for an interview. The appointment will be made on contract basis.

CONDITIONS OF EMPLOYMENT

The position of Manager - Procurement is in the non-banking stream equivalent to the grade of Manager (3-I). The performance will be evaluated annually.

REMUNERATION

An attractive and negotiable remuneration package commensurate with qualifications and experience will be offered to the selected candidate for the above position.

APPLICATIONS

The applicants are instructed to fill in the **Application form on the Career page of People's Bank website** and send the duly filled application along with Curriculum Vitae and other necessary supportive documents (Should be less than 2 MB). The post applied for should be stated in the subject line of the Email and should reach the Email address: **bssrecruit@peoplesbank.lk** on or before 31.08.2026.

An Email confirmation of receipt will be sent upon the receipt of the application. In the event a confirmation has not been received within a reasonable period of time, you may inquire regarding the application on telephone numbers 011 3741421/011 3741420.

All applications will be treated in strict confidentiality and any form of canvassing will be regarded as a disqualification. All incomplete and Non - complying applications will be rejected.

The Bank reserves the right to decide the number of vacancies, postponement or cancellation of recruitment or on any other information not included in the advertisement.

By submitting your application, you acknowledge that People's Bank will process your personal data solely for purposes connected with the recruitment and selection process for this vacancy. People's Bank processes your personal data in accordance with the data protection principles set out in the Personal Data Protection Act, No. 9 of 2022, as amended. For further information regarding how we collect, use, protect and retain your personal data, and how you may exercise your rights as a data subject, please refer to the People's Bank Privacy Notice available at www.peoplesbank.lk.

Deputy General Manager (Human Resources)
People's Tower - Level 14
No. 374, Dr. Colvin R. de Silva Mawatha
Colombo – 02.



A Baa1/Fitch Rating, AAA Global Finance Rating
People's Bank is a member of the Sri Lanka Financial Services Regulatory Board (SLFRS)



**PEOPLE'S
BANK**

Pride of the Nation