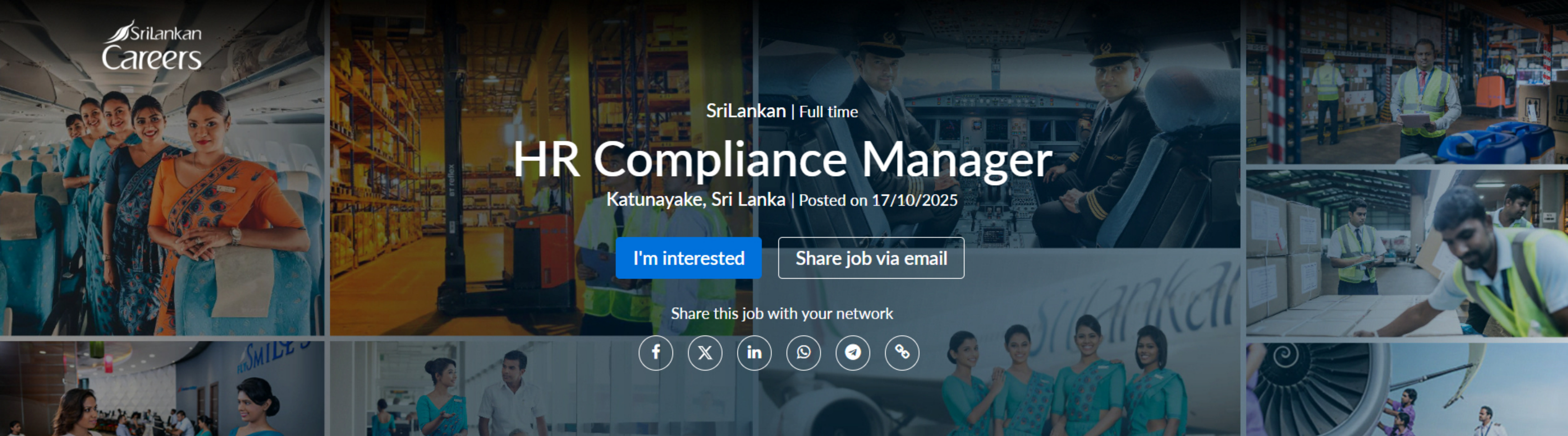




SriLankan | Full time

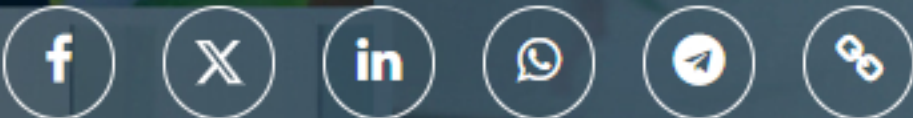
HR Compliance Manager

Katunayake, Sri Lanka | Posted on 17/10/2025

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Job Description

The HR Compliance Manager is responsible for overseeing and managing all disciplinary processes across the organization, ensuring that actions are conducted fairly, consistently, and in alignment with established company policies. The role also ensures that all employee-related policies, procedures, and practices remain fully compliant with current labor laws and statutory regulations.

Key Accountabilities

- Administer the end-to-end disciplinary process across the organization, ensuring the fair, consistent, and timely application of company policy. Serve as the primary point of contact and provide hands-on support to departments on routine disciplinary matters and policy application.
- Conduct comprehensive periodic reviews of all employee relations policies, procedures, and statutory requirements to ensure full legal compliance with labor laws and state regulations.
- Provide strategic guidance and direction to the Compliance team to achieve sectional goals related to HR policy and legal compliance.
- Administer and provide expert guidance on bonding agreements for new recruits and existing staff undergoing local or overseas training, including repayment agreements, ensuring timely processing in line with company policy.
- Oversee the safekeeping and proper maintenance of personal files in the record room whilst being responsible for maintaining confidentiality frameworks for all personnel files and archives, in line with data protection standards.
- Design, develop, and deliver specialized training sessions on company policies, the disciplinary code, and relevant rules and regulations. Lead fair and impartial fact-finding inquiries as required.
- Represent the organization at Labor Tribunals and other official forums, providing necessary evidence and documentation to support legal proceedings.
- Manage and implement special HR initiatives, including employee separation schemes and grievance resolution, in coordination with the Department of Labor and other relevant authorities.
- Provide expert advice and guidance to all departments on effectively handling disciplinary issues.

Requirements

- Bachelor's degree with 3 years work experience at Executive level in a relevant discipline.
OR
- Full professional qualification equivalent to a degree or Attorney-at-Law of the Supreme Court of Sri Lanka with 3 years work experience at Executive level in a relevant discipline.

Age to be not more than 40 years as of 27th October 2025 which is the closing date.

Be a Sri Lankan Citizen.

Employment will be offered on fixed term contract.

Influencing will be a reflection of unsuitability.

We are an equal opportunity Organization.

Please note that we will correspond with you within a month of closing the advertisement in the event your application is shortlisted for consideration.

I'm interested

Job Information

Division Name

Human Resources

Date Opened

17/10/2025

Application Closing Date

27/10/2025

Job Type

Full time

Industry

Airline - Aviation

City

Katunayake

Province

Western

Country

Sri Lanka

Postal Code

11450

