



## **INSTITUTE OF POLICY STUDIES OF SRI LANKA**

### **HR AND ADMINISTRATION OFFICER**

The Institute of Policy Studies of Sri Lanka (IPS), a renowned economic research organization is currently looking for a professional and talented HR & Administration Officer.

The ideal candidate should possess following qualifications and experience:

- Degree / Diploma in Human Resource Management (HRM) from a recognized institute
- Minimum 3 years' experience in handling overall HR functions in a similar capacity
- Hands on experience in HR Information Systems (HRIS) is an added advantage
- Excellent communication skills in English, both written and spoken

Job profile of the selected candidate:

- Handle all aspects of the recruitment process and exit procedures
- Handle and maintain records for statutory remittances (EPF, ETF & PAYE)
- Administer the HRIS and provide necessary support to all staff
- Administer Leave, Attendance and Timesheets on HRIS
- Attend to reporting requests by the line ministry (prepare reports & maintain records)
- Provide HR related inputs to the monthly Payroll process
- Coordinate training & development process
- Be the first contact point for all staff inquiries relating to HR & handle day to day general HR operations

To apply, send your CV within 7 days of this advertisement (before 12th March 2019) to [careers@ips.lk](mailto:careers@ips.lk) or post it to:

Director Finance and Administration  
Institute of Policy Studies of Sri Lanka (IPS)  
100/20, Independence Avenue, Colombo 7.