



# SRI LANKA CRICKET VACANCIES

With the expansion and re-structuring on going at Sri Lanka Cricket, we are interested in recruiting professionals in the following categories;

## ASSISTANT MANAGER HUMAN RESOURCES

### Job Responsibilities

- Reporting to the Senior Manager Human Resources and assisting in recruitment, selection & retention of employee cadre in line with annual manpower plan. Taking overall responsibility for recruitment activity, campaigns and people development.
- Presenting analytics related to HR for strategic planning and management information, maintain compliance, overlook employee welfare and fund.
- Execute organizational change management initiatives to support Long Term Business Plans.
- Ensure accuracy of information on HRIS while admitting to data cleansing as and when required.
- Training need identification, plan & implement training and development agenda. Analyze training evaluation data.
- Attendance and leave management.
- Maintain employee relations handling IR matters, employee grievances and disciplinary matters, measuring employee satisfaction and identifying areas that require improvement.
- Policy and procedure implementation of new HR policies.
- Providing guidance on development agenda by identifying areas that need attention and improvement.

### Requisites

- Degree in HRM or equivalent from a recognized university with 5 – 7 years' experience in a similar capacity.
- Broad understanding of the industry operations and labor related processes.

## OFFICE ASSISTANTS

We are seeking highly organized and responsible Office Assistants to join our growing organization. In this position, you will perform clerical tasks, answer phones, and sort mail. Other duties will include assisting office Managers and Executives with preparing documents, organizing files, managing existing documents, and generally keeping the office organized, tidy, and running smoothly.

### Office Assistant Duties and Responsibilities

- Answer phone inquiries, direct calls and provide basic company information
- Perform clerical duties, take memos, maintain files, and organize documents; photocopy, fax, etc. as needed
- Manage and maintain files, records, and correspondence for meetings
- Arrange schedules for meeting space and conference rooms
- Oversee mail deliveries, packages, and couriers
- Order, track, and invoice office supplies for each department
- Set up, break down, organize, and maintain conference rooms, training rooms, and meeting rooms
- Arrange itineraries and executive correspondence

### Requirements and Qualifications

- Be between the age of 18 – 25 years
- O/L qualified
- Prior experience handling office responsibilities, experience in customer service, or related field
- Excellent written and verbal communication skills in English and Sinhala
- Highly organized multitasker who works well in a fast-paced environment
- Willingness to learn and to grow with the company

## EXECUTIVE HUMAN RESOURCES

### Job Responsibilities

- Ensure accuracy of information on HRIS while admitting to data cleansing as a when required.
- Attendance and leave management.
- Maintain employee relations handling IR matters, employee grievances and disciplinary matters, measuring employee satisfaction and identifying areas that require improvement,
- Assist policy and procedures implementation of new HR policies.
- Assist in providing guidance on development agenda by identifying areas that need attention and improvement.

### Requisites

- Diploma in HRM or equivalent from a recognized university with 3-5 years' experience in a similar capacity.
- Broad understanding of the industry operations and labor related processes.

## MANAGER - PLAYER AFFAIRS

### Job brief

Here is an excellent opportunity for you to be a part of Sri Lanka Cricket.

You will be solely responsible for the coordination process of matters related to player requirements related to the National Teams, in the following areas;

- Logistics
- Clothing/Material Allocations
- Player Insurance
- Airport Formalities
- Overall coordination with respective sponsors and internal dept.
- You will ultimately be responsible for the entire team's smooth flow of operations

### Requirements

- Dynamic personality with appropriate cricketing knowledge
- Similar or higher capacity with at least 10 years of experience
- Possess excellent communication skills
- Be a team player/People Person
- Organizational Skills
- Strong computer literacy – MS Word/EXCEL/Power Point
- Diploma in Management or relevant field

As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services.

If you are a team player with the drive and initiative to perform with minimum supervision and willingness to work in a team oriented environment, you could be the person we are looking for.

Attractive and negotiable remuneration packages with other fringe benefits and excellent career prospects await the selected candidates.

Please forward a completed resume' with contact details of 2 non related referees to [vacancies@srilankacicket.lk](mailto:vacancies@srilankacicket.lk) within 7 days of this advertisement.

Senior Manager - Human Resources  
Sri Lanka Cricket, 35 Maitland Place, Colombo 07 | Tel: 0112 691439