



We are Sri Lanka's premier private sector commercial bank. Our visionary journey has taken us beyond the realms of business as we have made a conscious effort to go where no bank has dared to go; from downtrodden villages long-forgotten, to the world across the shores. The driving force behind this epoch-making journey is our strong team of achievers, affectionately known as the Hatna Family. As we continue to make history and move ahead, we invite dynamic and ambitious individuals to join us in our trailblazing banking saga.

## We are looking for bright minds to help us create a world of happy experiences.

### TRAINEE BANK ASSOCIATE - MICROFINANCE

HNB "Gami Pubuduwa" the award winning microfinance scheme of the Bank has now completed 30 years of social revolution since its inception in 1989. This initiative has provided microfinance solutions to a large number of micro entrepreneurs and created employment opportunities to countless number of people of the country through our dedicated team of field staff. The Bank intends extending this great initiative by strengthening the team on the field with energetic young individuals as Trainee Bank Associates – Microfinance to serve the rural public in uplifting their lives.

#### Job Role

The objective of the microfinance scheme is to bring banking to the doorstep of the rural community and to be a link between the Bank and the village. The selected candidate is expected to build confidence and trust among the rural clientele while enhancing the image of the Bank by maintaining high ethical values and conduct.

#### Qualifications

- G.C.E. Advanced Level Examination, minimum of one "C" pass and two "S" passes
- G.C.E. Ordinary Level Examination with "B" passes for Mathematics/ English and 3 other "C" passes (If either English or Maths has a "C" pass, the other MUST be an "A" pass)
- A partly completed professional/academic qualification offered by a recognized institute will be an advantage

#### Age

- Between 18 and 25 years

#### Skills & Capabilities

- Clear commitment to work in the field and serve at our outstation Branches
- Ability to work independently with minimum supervision
- Basic knowledge in IT
- Flair for good interpersonal relations and customer service is vital
- Good communication skills with the ability to relate to the relevant customer segment
- Exposure in microfinance field activities will be an advantage

**A license to ride a motorcycle is essential**

#### Duties & Responsibilities

- Selected candidates are responsible to achieve set individual targets under the HNB Microfinance (Gami Pubuduwa) scheme and ensure profitability of the microfinance unit which they are attached. They will also be responsible for the following duties,
- Identification of customers, credit evaluation, ensure proper end use of funds by the client, monitor/ supervise progress of the funded projects, ensure portfolio quality, maintain healthy business relationships with clients, participate in/ organize social events, identify & actively engage in cross-selling opportunities.

*Eligible candidates who are willing to serve in the Bank's outstation Branches are invited to apply for the position. All applications must reach us by 28<sup>th</sup> August 2020 via e-mail to [careers@hnb.lk](mailto:careers@hnb.lk) (Please mention the position applied for in the subject of your e-mail).*