

## About us

SriLankan Airlines Ltd, the national carrier of Sri Lanka operates with a network of destinations throughout Asia, the Middle East, Europe and Australia. The airlines has a strong presence in Maldives and Southern India. SriLankan is a member of the 'oneworld' alliance.

## Job Description

### Purpose

Develop, implement, and manage the organization's compensation and benefits programs ensuring that the company's compensation and benefits strategies are aligned with business objectives and industry standards. Ensure HR Administration and HR Payroll functions are carried out within the specified timeframes accurately, confidentially and in compliance with Company Policy.

### Job Accountabilities

- Develop and execute the current remuneration structure of the Airline to support the organization's goals and objectives in a manner to ensure attraction and retention of right talent.
- Conduct periodic market research, analyze industry trends, benchmark and make recommendations on salary structures, incentives, and benefits packages covering home base and overseas stations.
- Participate in salary surveys and analyze compensation data to make recommendations on salary adjustments. Study and evaluate the effectiveness of existing incentive / benefit schemes and make recommendations to enhance productivity / efficiency.
- Collaborate with finance and HR teams to develop budgets related to staff pay and allowances based on organizational goals, objectives and future business plans.
- Ensure monthly HR payroll process of the Airline including outsourced management payroll functions are handled with 100% accuracy within the specified timeframes and ensure accuracy of all payouts made to staff which are handled by HR Division.
- Manage overall functions of HR Administration section ensuring all contracts of employment and documentation pertaining to employee life cycle movements issued by the section are in compliance with company policy, are issued within HR service level standards and ensure strict adherence to confidentiality of employee information.
- Manage employee off-boarding process with strict adherence to statutory requirements as well as Company Policies and also ensuring final settlements of departing employees are done with 100% accuracy within the given statutory deadlines.
- Manage employee compensation payment process for claims such as accident/illness claims, accident and death benefits, compensation to deceased employees etc. and liaising with regulatory bodies and other stakeholders for accurate disbursement of compensation.
- Stay updated on labour laws, regulations, and industry standards related to compensation and benefits.
- Provide accurate guidance and advise to internal and external stakeholders on matters pertaining to remuneration and employee administration with an understanding of wider outcomes so that departmental administration practices are in compliance with Company Policy.
- Carry out timely performance management of staff in assessing their performance and identifying training and development needs leading towards enhanced performance of the individuals resulting in increased organizational productivity and ensuring industrial harmony.
- Support and contribute towards achieving departmental/divisional initiatives & priorities.

## Requirements

Bachelor's degree **OR** Full professional qualification equivalent to a degree with 3 years work experience at Executive level in Salary, Rewards and Recognition Benchmarking and Compensation and Benefits administration.

**Note: Good analytical skills, Familiarity with labour legislation, experience with salary benchmarking reports would be an added advantage.**

The upper age limit should be 40 years as of **12th July 2024** 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.

## Job Information

Grade

9

Department Name

Human Resources

Application Closing Date

12/07/2024

Industry

Human Resources

City

Katunayake

Province

Western

Country

Sri Lanka

Postal Code

11450