

Our client, the owner of a prestigious high-rise building in Colombo, specializes in the operation, maintenance, and management of premium real estate properties. As part of their continued growth, they are seeking talented and results-driven individuals to join their team in the following key positions:

## **Executive – Human Resources and Administration**

**MSL .Ref. No. 4142**

The selected candidate will assist the Manager – Human Resources and Administration in managing the organization's HR and administrative functions effectively and in compliance with legal and regulatory standards.

### **Key Responsibilities & Experience:**

- Sound knowledge of labour laws, statutory regulations and compliance requirements.
- Proficiency in all aspects of HR and administration functions, including policy implementation and adherence to regulatory guidelines.
- Experience in recruitment, performance management, compensation and benefits and employee welfare programs.
- Strong negotiation, communication and interpersonal skills.
- Familiarity with the preparation of bidding documents and exposure to the NPA. Guidelines/Procurement Guidelines – 2024 for Goods, Works, and Non-Consulting Services, as well as the Procurement Manual issued by the National Procurement Commission, will be an added advantage.

### **Qualifications:**

- A Bachelor's degree in Management or an equivalent qualification, or a professional HR qualification at SLQF Level 5 / NVQ Level 6 or above from a recognized institution.
- Minimum of 10 years' experience in the HR field, with at least 4 years in a Senior or Junior HR Executive/Officer role in a reputed organization.
- Proficiency in English and Sinhala (both written and spoken).
- Age below 40 years.

## **Procurement Executive**

**MSL .Ref. No. 4143**

The selected candidate will assist the Manager – Human Resources and Administration in managing procurement operations in accordance with regulatory and internal policies.

### **Key Responsibilities & Experience:**

Minimum 3–4 years of experience in:

- Preparing bidding documents in line with NPA Guidelines/Procurement Guidelines – 2024 and the Procurement Manual issued by the National Procurement Commission.
- Drafting minutes for Bid Evaluation and Procurement Committee meetings.
- Interpreting evaluation reports and preparing executive summaries for management review.

### **Qualifications:**

- A Bachelor's degree in Commerce or Management from a university recognized by the University Grants Commission (UGC)
- or*
- A qualification recognized by the UGC as equivalent to a degree in the same fields.
- High proficiency in English is essential.
- Strong computer literacy (MS Word, Excel, Internet, email, etc.).
- Age below 50 years.
- A professional qualification or a minimum one-year diploma in Public Procurement and Contract Administration from a recognized institution will be an added advantage.

**A competitive remuneration package will be offered, commensurate with skills and experience.**

Please submit your complete resume in PDF format, along with contact details for two non-related referees, to [mslrjobs@slt.net.lk](mailto:mslrjobs@slt.net.lk) within 10 days of this advertisement. Please quote the MSL Reference Number in the subject line of your email.

**MSL Management  
Systems (Pvt) Ltd.**

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