

## Post of “IT – Project Manager” - 2025

- Submit your online application **on or before 23-08-2025**.
- *Application received through any other method, except this online procedure will not be entertained under any circumstances.*
- *Any application not meeting the above required eligibility criteria as at the closing date or submitting incorrect information will be rejected at any stage of recruitment without any further notice.*
- *It is not advised to use mobile phone to fill the online application since some of the features may not be worked properly in the mobile phone browser.*

### **Instructions to the candidates regarding the online application:**

1. Please **read the vacancy advertisement carefully** and **those who do not fulfill** the eligibility criteria mentioned therein as at the closing date are **advised not to apply**. Such applications will be rejected at any stage of recruitment without any further notice.
2. Register yourself first with a valid e-mail address and then login with your credentials, if you have not registered already.
3. After successfully signed-in, add the job position to the cart and click Apply button.
4. Please fill all the mandatory fields (marked as \*) under all tabs correctly.
5. The **Personal Tab, Qualification Tab, Experience Tab** and **General Tab** are **mandatory**. Therefore, you may **skip the Achievements Tab** and keep blank.
6. Under the Qualification Tab, please select only the relevant Academic and Professional Qualification(s). Mark any one qualification as “Highest Qualification” before save the qualification tab.
7. In the General Tab, please acknowledge the declaration by tick the check box before save it.
8. After acknowledge the declaration under General Tab, preview your application by **click the “Apply” button** on the top of the page **before “Submit”**, in order to verify the spelling and accuracy of the information you have entered.
9. In the Preview page, please choose your Preferred Communication Method at the bottom of the page before submit your application.
10. Keep the “*Application Reference Number*” for your future reference.
11. The candidate should be able to produce documentary evidence for the qualification(s), if selected for the interview. If he/she fails to provide the proof documents (original copy) at the time of verification of certificates, his/her application would be disqualified immediately and would not be allowed to face the interview, even his/her online application submitted successfully.
12. **Changes will not be permitted** after submission of the application.
13. If there is any difficulty in submitting the application online, please call and get an assistance on 011 220 5115/5117/5118 on working days between 08:15 am and 04:30 pm.

**Bank of Ceylon** is the largest banking institution in Sri Lanka having an islandwide branch network with operations in overseas locations including a banking subsidiary in London. We are ranked among the Top 1,000 banks in the world and No.01 in Sri Lanka.

We are looking for suitably qualified persons to fill the vacancy for the following position.

**IT - Project Manager (Contract basis)**

**Key Responsibilities**

- ☞ **Lead end-to-end IT project execution**, ensuring alignment with banking regulations, risk frameworks and strategic business goals.
- ☞ **Define project scope, objectives and success metrics** in collaboration with senior management, business units and regulatory stakeholders.
- ☞ **Develop detailed project plans**, including timelines, resource allocation, risk assessments and compliance checkpoints.
- ☞ **Ensure effective communication and reporting** across project teams, business stakeholders and regulatory bodies.
- ☞ **Estimate and secure required resources**, coordinating with internal teams and external vendors, while adhering to procurement and compliance standards.
- ☞ **Delegate responsibilities and monitor performance**, promoting accountability and ensuring teams deliver secure and compliant solutions.
- ☞ **Identify, assess and manage risks**, proactively addressing issues and implementing contingency plans to minimize impact on operations or compliance.
- ☞ **Track progress against milestones**, ensuring timely delivery of high-quality outputs that meet security and regulatory requirements.
- ☞ **Conduct post-implementation reviews**, documenting lessons learned and driving continuous improvement for future IT initiatives.
- ☞ **Support organizational priorities** by executing additional tasks as assigned by leadership, contributing to the bank’s digital transformation and regulatory readiness.

**Eligibility Criteria**

- **Should be a citizen of Sri Lanka**
- **Educational and Professional Qualifications :**
  - Bachelor’s degree in Information Technology or related field from a UGC recognized institution/university
  - OR
  - MBA or MSc with project management as a subject from a UGC recognized institution/university
  - AND
  - Possession of one of the following Project Management qualifications :  
PMP/ PRINCE II/Agile or SCRUM Certified
  - ITIL Foundation Certificate will be an added advantage
- **Experience :**  
Should have a minimum of five (05) years of experience as Project Manager or similar position in a reputed institution
- **Other Attributes:**
  - Strong familiarities with project management software, such as Microsoft Project Management Professional
  - Demonstrated experience in personnel management
- **Age :**  
45 years or below as at the closing date (i.e. date of birth should be on or after 23.08.1980)

**Terms and Conditions**

- Fixed Term Contract for 03 years; the performance will be reviewed annually.
- An attractive remuneration package will be offered based on the market rates and candidate’s profile

**Selection Procedure**

Shortlisted candidates based on the above eligibility criteria will be selected by an interview process

**Application Procedure**

Submit your application through our website [www.boc.lk](http://www.boc.lk) (under the tab “Careers”) **on or before 23.08.2025** and keep the “Application Reference Number” for your future reference.

Please read the ‘**Instructions to Candidates**’ available in the Careers Page carefully and fill the online application form according to the given instructions.

Application received through any other method, except the above procedure will not be entertained under any circumstances.

Any applications not meeting the above required eligibility criteria as at the closing date or submitting incorrect information will be rejected at any stage of recruitment without any further notice. If any applicant fails to produce the documentary evidence to prove the above required eligibility criteria at the time of verification of certificates, his/ her application will be rejected immediately.

The applicant shall read the Bank’s “Personal Data Protection Notice for Recruitment” which is available on the Bank’s website under HR Management page (<https://www.boc.lk/hr-management>) and acknowledge the same when applying for the vacancy.

**Human Resource Division**  
**Bank of Ceylon**  
**Head Office**  
**Colombo 01**

- Any form of canvassing will lead to immediate disqualification.
- The Bank reserves the right to call only the short-listed candidates.
- The Bank reserves the right to decide the number of positions to be filled or postpone / cancel the recruitment.
- The Bank protects the privacy and confidentiality of your information as per the Personal Data Protection Policy of the Bank.