PEOPLE'S BANK

People's Bank, a premier bank in Sri Lanka with the largest customer base providing innovative financial solutions to its diversified clientele for over six decades and as a conducive environment for those who strive to achieve excellence and believe in professionalism, the Bank is looking for a talented & dynamic individual to fill the following position in the Bank.

ASSISTANT MANAGER – E LEARNING ADMINISTRATION

The key responsibilities of Assistant Manager – E learning Administration among others are;

- The preparation, development, conversion, uploading and delivery of digital learning content, including interactive modules, videos, presentations, assessments and quizzes.
- Updating, version control, archiving and quality assurance of digital learning material.
- Configuration of LMS, user and course management, learner enrolment, learning pathways, assessments, reporting, learning analytics and troubleshooting.
- Having knowledge of e-learning standards and latest technologies such as SCORM/xAPI and experience with e-learning authoring and multimedia content development tools.
- Converting conventional training materials into effective self-paced and digital learning programmes.
- Providing technical support and user guidance to employees and trainers and to conduct LMS orientation / awareness programmes.
- Having knowledge of information security, access control, data protection, backup/ recovery and confidentiality requirements relating to digital learning systems.
- Ability to coordinate with IT personnel, trainers, subject-matter experts and other parties in implementing, maintaining, upgrading and enhancing the LMS.
- Conducting technical evaluations, preparing technical proposals and serving as an empowerment desk to resolve issues promptly.
- Demonstrating practical experience in the complete audio-visual production cycle.
- Coordinate and facilitate all pre and training activities related to assigned training programmes.

ELIGIBILITY CRITERIA

- Should be a citizen of Sri Lanka.

EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS

- A Diploma, Higher Diploma, NVQ Level 4 or above, or Degree in Video Editing, Television Post-Production, Film & Television Production, Multimedia, Media Production, Cinema & Television Studies, Mass Communication, Visual Arts, Digital Media or a related field from a recognized institution.
- Professional/industry certifications in Adobe Premiere Pro, Adobe After Effects, DaVinci Resolve, Final Cut Pro or other recognized video-editing software will be an added advantage.

EXPERIENCE

- Minimum of 2 years' relevant experience in video editing, post-production, digital content production or a related field.

And

- Proven practical experience in video editing, motion graphics, colour correction, audio editing and preparation of content for digital/social media platforms.

AGE

- Preferably below 35 years of age as at closing date of applications.

METHOD OF SELECTION
Shortlisted applicants based on the stipulated qualifications and experience will be called for an interview. The appointment will be made on contract basis.

CONDITIONS OF EMPLOYMENT
The position of Assistant Manager - E learning Administration is in the non-banking stream equivalent to the grade of Assistant Manager (3-III). The performance will be evaluated annually.

REMUNERATION
An attractive and negotiable remuneration package commensurate with qualifications and experience will be offered to the selected candidate for the above position.

APPLICATIONS
The applicants are instructed to fill in the Application form on the Career page of People's Bank website and submit the same through the People's Bank website (www.peoplesbank.lk) on or before 26.10.2026.

An Email confirmation of receipt will be sent upon the receipt of the application. In the event a confirmation has not been received within a reasonable period of time, you may inquire regarding the application on telephone numbers 011 3741421/011 3741420.

All applications will be treated in strict confidentiality and any form of canvassing will be regarded as a disqualification. All non-complying applications or applications forwarded through post, E-mail or any other mode will be disregarded.

The Bank reserves the right to decide the number of vacancies, postponement or cancellation of recruitment or on any other information not included in the advertisement.

By submitting your application, you acknowledge that People's Bank will process your personal data solely for purposes connected with the recruitment and selection process for this vacancy. People's Bank processes your personal data in accordance with the data protection principles set out in the Personal Data Protection Act, No. 9 of 2022, as amended. For further information regarding how we collect, use, protect and retain your personal data, and how you may exercise your rights as a data subject, please refer to the People's Bank Privacy Notice available at www.peoplesbank.lk.

Deputy General Manager (Human Resources)
People's Tower - Level 14
No. 374, Dr. Colvin R. de Silva Mawatha
Colombo – 02.

www.peoplesbank.lk
1961 PEOPLE'S BANK CALL CENTRE
A (bha) Fitch Rating AAA Brand Finance Rating
People's Bank is a licensed commercial bank supervised by the Central Bank of Sri Lanka.
PEOPLE'S BANK
Pride of the Nation