

# TECHNICAL OFFICER



LankaPay Private Limited is the operator of Sri Lanka's National Payment Network - LankaPay. Operating under the guidance of the Central Bank of Sri Lanka, we facilitate approximately 313 million domestic interbank transactions amounting to over Rs. 24 trillion in value, every year. When you join LankaPay, you become a part of this truly Sri Lankan national service.

We believe in the potential of our people. LankaPay understands their aspirations, respects their differences and embrace individuality in our culture of purpose and inclusion. You will drive our pursuit of excellence in creating an environment where you enjoy, learn, perform and grow. As a vital member of our team, your work will impact to live our motto of "For Your Convenience" intended to connect, uplift and enrich the lives of everyone, everywhere and every time they consume our services.

## KEY RESPONSIBILITIES & ACCOUNTABILITIES OF THE POSITION

- Assist in carrying out engineering services and activities on maintenance, modification and improvement of premises, equipment, and facilities, including equipment upgrades, emergency repairs, safety and security upgrades, and company-wide facilities renovation/refurbishment and ensure uninterrupted engineering operations (e.g. power, precision AC, UPS, etc.)
- Smooth implementation of planned work actions in a structured and systematic manner meeting urgencies and deadlines; adhering to policies, procedures, and compliance guidelines and maintaining best administrative practices.
- Efficiently attending to the timely completion of assigned special projects i.e., maintenance and process improvement initiatives, whilst identifying and recommending means of cost savings.
- Improving Engineering and Administration staff performance levels by managing their working hours effectively whilst uplifting team motivation and retention.
- Liaising with internal and external stakeholders and providing technical advice and assistance whenever required.
- Assist in managing all administrative processes in ensuring availability of goods and services to all concerned at primary and DR site including but not limited to administrative functions such as tea service, transport, security service, welfare and janitorial services, etc.
- Managing employee transport services and maintenance of company vehicle

## QUALIFICATIONS, EXPERIENCE AND PERSONAL ATTRIBUTES

- NDT/HNDE/NDES or equivalent qualification in Electrical/Mechanical fields or NCT.
- Knowledge of Auto CAD, 3D modeling and knowledge of MS Office package.
- Practical knowledge in trouble shooting of 3 phase power systems, AC system, plumbing systems and civil works, CCTV operations, fire systems and access controlling systems in buildings.
- Ability to work with line diagrams, drawings, and check lists.
- Knowledge in PPM of building utilities and ability to manage multiple tasks simultaneously.
- Ability to operate/handle electro-mechanical equipment used in facilities and maintenance trade.

## WORK EXPERIENCE

- Minimum of 2 years work experience in facilities and maintenance systems in high rise buildings. For NCT certification holders 05 years of work experience is preferred.

The above position offers an attractive remuneration package and benefits commensurate with industry standards. The selected candidate can look forward to prospects for career growth in a rapidly growing and stable company.

Please submit your CV to the email address given below indicating the post applied in the subject field with the names and contact details of 2 non-related referees within 07 days of this advertisement.

*(While we value all applications received, only short-listed candidates will be called for interviews.)*

Chief People Officer

## LankaPay (Pvt) Ltd.

Level 18, Bank of Ceylon Head Office, BOC Square,  
No 01, Bank of Ceylon Mawatha, Colombo 01.

E-mail: [Careers@lankapay.net](mailto:Careers@lankapay.net) Web: [www.lankapay.net](http://www.lankapay.net)

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