



HDFC BANK

This is an ideal opportunity to advance your career in banking, with a bank which has served the nation for over four decades. We provide shelter and support in fulfilling the aspirations of Sri Lankans including business community through diversified financial solutions.

The HDFC Bank is looking for competent, dynamic & result-oriented individual with a proven track record to fill the following position.

SUSTAINABLE OFFICER

Job Profile:

➤ ESG & Sustainable Finance

- Lead environmental sustainability and social sustainability initiatives across the bank.
- Support development and enhancement of sustainable finance products through research, stakeholder engagement, and alignment with regulatory and global frameworks.
- Monitor ESG covenants/compliance requirements and coordinate implementation of improvement/action plans.
- Guide business segments on integrating ESG principles into lending, operations, and customer engagement.

➤ Environmental & Social Risk Management (ESMS)

- Manage and continuously strengthen the Environmental and Social Risk Management System (ESMS).
- Coordinate with credit teams, branches, and business segments for E&S risk screening, categorization, due diligence, and monitoring.
- Support internal audits relating to environmental footprint, operational resilience, health & safety, and climate-related risks.
- Ensure alignment of ESMS with CBSL guidelines, IFC Performance Standards, and international best practices.

➤ Strategy Implementation & Governance

- Coordinate implementation of the bank's sustainability strategy and track progress across all units.
- Prepare submissions and coordinate activities for the Executive Committee on Sustainability and the Board Sub-Committee on Sustainability.
- Support the development, review, and updating of sustainability-related policies, frameworks, and guidelines (ESMS, SPM, ESG Policy, Climate Risk Guidelines, etc.).

➤ Capacity Building & Culture Development

- Work with Regional Sustainability Teams/Champions to deliver training on Sustainable Finance, ESMS, SPM, climate-risk management, and ESG fundamentals.
- Promote sustainability culture through internal engagement programs, communication, and awareness initiatives.

➤ **ESG Data, Reporting & Disclosures**

- Collate, validate, and maintain Environmental Social and Governance-related data for management analysis and external disclosures.
- Thorough understanding on SLFRS S1&S2 requirements and emissions calculations.
- Support sustainability reporting including GRI-aligned reporting, SDG performance, climate-related disclosures (TCFD), and CBSL taxonomy related sustainability guidelines.
- Ensure accuracy, consistency, and timeliness of ESG data across all departments and branches.

➤ **Stakeholder Engagement & Communications**

- Coordinate internal and external communications relating to ESG activities, commitments, and achievements.
- Support stakeholder engagement with regulators, development partners, investors, NGOs, and rating agencies.
- Assist in preparing communication materials for publications, websites, and public disclosures relating to sustainability.

➤ **Strategic Sustainability & CSR Initiatives**

- Coordinate planning, execution, monitoring, and impact assessment of strategic sustainability and CSR initiatives.
- Ensure CSR activities align with national priorities, community needs, and international sustainability benchmarks.
- Support measurement and communication of social impact and community development outcomes.

Candidate prerequisites:

- Master's Degree from a recognized university, preferably with interdisciplinary specialization such as Environmental sustainability, Sustainability/Eco-business Management, A general degree with two additional years of relevant experience may be considered in lieu of specialization.
 - Sound understanding of sustainable finance, green finance, social finance, labour standards, environmental compliance and safety.
 - Minimum 04 years of experience in the sustainability domain with at least 2 years preferably in development banking or development-sector work.
 - Proficiency in data analysis and visualization tools (e.g. Advanced Excel, Power BI).
 - Excellent communication, presentation and report-writing skills.
 - Strong interpersonal skills and ability to work effectively across departments, regions and diverse organizational setups.
- **Age:** should be between 35 years to 45 years as at the closing date of applications.

➤ **Remuneration: An attractive remuneration package awaits the right candidate.**

APPLICATION PROCEDURE

Applications with two non-related referees should be sent via email to careers@hdfc.lk on or before **01st March 2026** indicating the position applied in the subject line of the e-mail. The referees must include at least one from candidate's previous employment.

Those who do not possess the required qualifications and experience as at the closing date will not be eligible to apply for the above posts. Any application not meeting the required qualifications or received after the deadline will be rejected without any notice.

Candidates who fail to provide originals of relevant documents at the interview will not be appointed under any reason.

Any form of canvassing will be a disqualification.

HDFC Bank reserves the right to postpone or cancel the recruitment. Only shortlisted candidates will be contacted for the next step of the recruitment process.

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