

Join the Best for a Journey of Excellence

If you are looking for a career that will help you stand tall, join People's Leasing & Finance PLC (PLC) and Fulfill or Unleash Your Potential to Change Your World. PLC is a public quoted company with enduring vision on being a vibrant award winning financial service provider and a superior player in the last 3 decades of non – banking financial service landscape. PLC is spreading its wings across more than 100 Branches island wide.

Whether you want a career that could take you to the top or to be a game changer or simply take you in an exciting new direction, PLC provides opportunities, support and rewards that would push you towards greater heights. Today, people's Leasing & Finance PLC is also a formidable group of 6 subsidiary companies comprising of People's Insurance PLC, People's Leasing Fleet Management Limited, People's Leasing Property Development Limited, People's Micro Commerce Limited and People's Leasing Havelock Properties Ltd and Alliance Finance in Bangladesh. We are also driven by a performance culture with an unmatched level of quality and integrity by ethical business practices. Hence our brand reputation is held in high esteem. Also Company has been rated A(Ika): Outlook (Stable) by Fitch Ratings Lanka Limited.

Assistant Manager – Data Protection

Role Profile

The job holder will report Information Security Officer (ISO) and will be responsible for the implementation, monitoring, and continuous improvement of the Company's data protection and privacy framework, including driving the organization-wide implementation of the Personal Data Protection Act (PDPA). The role will support the establishment and ongoing operation of a Privacy Management System and promote the adoption of privacy best practices to ensure compliance with applicable data protection laws, regulations, and internal policies.

In close collaboration with legal, IT, risk, and business teams, the job holder will support the embedding of privacy-by-design and privacy-by-default principles into business processes and systems. The role will assist with privacy risk assessments, Data Protection Impact Assessments (DPIAs), regulatory and compliance gap assessments, and personal data breach response activities. Additionally, the job holder will contribute to data protection awareness and training initiatives, support regulatory reporting and stakeholder communications, and assist in monitoring compliance, tracking remediation actions, and strengthening the Company's overall data protection and privacy posture.

Key Responsibilities

- Implement, monitor, and continuously improve the Company's data protection and privacy framework in line with the Personal Data Protection Act (PDPA) and applicable regulations.
- Drive the organization-wide implementation of PDPA, with the support of the Information Security Officer.
- Establish, maintain, and operate the Privacy Management System, promoting privacy best practices across the Company.
- Embed privacy-by-design and privacy-by-default principles into business processes, systems, and projects in collaboration with legal, IT, risk, and business teams.
- Conduct and support privacy risk assessments, Data Protection Impact Assessments (DPIAs), and regulatory and compliance gap assessments.
- Support the management of personal data breach response activities, including investigation, reporting, and remediation.
- Coordinate regulatory reporting, stakeholder communication, and responses to data protection-related inquiries.
- Deliver and support data protection awareness and training programs across the organization.
- Monitor compliance with data protection requirements, track remediation actions, and follow up on open data protection and privacy findings.
- Contribute to the continuous strengthening of the Company's overall data protection and privacy posture.
- Knowledge and application of circulars, guidelines issued by the Company and get updated on the changes in a timely manner.
- Ensure systems, procedures and guidelines of the company are followed, and coordinate closely with senior management.
- Develop, maintain and regularly update knowledge and skills for effective operations of the Company.
- Ethical practices and following procedures laid down by the Company in selling and cross selling of products.
- Knowledge and application of Company rules, regulations, circulars, guidelines, policies, and procedures, with timely updates on changes.
- Ensure adherence to Company systems, procedures, and guidelines, coordinating closely with Department Heads and Senior Management.
- Commitment to ethical practices and strict compliance with the Company's codes of conduct and internal policies.
- Continuous development, maintenance, and updating of professional knowledge and skills to support effective operations.
- Willingness to perform additional duties and responsibilities assigned by Management from time to time.
- In-depth understanding of the cyber security threat landscape, adversaries, emerging risks, and industry best practices.
- Strong knowledge privacy risk management, controls, governance, and regulatory compliance.
- Sound knowledge of IT management, systems, and emerging technologies.
- Strong understanding of enterprise risk management frameworks and internal controls.
- Proven team-building capability with a strong drive for performance excellence.
- High level of organizational understanding with the ability to collaborate holistically across business and technology stakeholders.
-

Candidate Profile

- Bachelor's degree in Law or Information Technology, or a related field.
- Professional certifications such as CIPP/E, CIPM:IAPP, ISO 27701, or equivalent (preferred)
- Experience in regulated industries (banking, insurance, telecom, healthcare) is an advantage
- 2–3 years of experience in data protection and privacy management.
- Strong working knowledge of PDPA, GDPR, local acts, and international privacy regulations
- Experience in data protection impact assessments (DPIAs), risk assessments, and privacy audits
- Ability to develop, review, and implement data protection policies, procedures, agreements and controls.
- Familiarity with data protection incident management, data breach reporting, and remediation processes
- Ability to coordinate with IT, Legal, HR, and business teams on personal data protection matters

"Successful Candidate will be provided with an attractive remuneration package and fringe benefits commensurate with benchmarked institutions."

Any form of canvassing will be regarded as a disqualification

Applicants are invited to submit comprehensive curriculum vitae with names of two non – related referees, copies of relevant certificates along with a passport size photograph to the address given below on or before **27th February 2026**.

Application should be sent to:

Head of HR,
People's Leasing & Finance PLC,
No.1161, Maradana Road, Colombo 08.
Web: www.plc.lk | E-mail – careers@plc.lk
We will correspond only with applicants shorts listed for interview.

