



We are looking for a Legal Officer

(Vacancies available at Western and North Western Regions)

SDB bank is a licensed specialized bank regulated by the Central Bank of Sri Lanka, with a listing on the Main Board of the Colombo Stock Exchange and a Fitch Rating of BB + (Stable). maintaining 94 branches islandwide and over 5000 inter-bank network ATM points, offering a contemporary range of banking plus financial services to its Retail, SME, and Business banking clients. Guided by its maxim 'Where you're valued', plus the bank's reputation as the apex entity in the development banking and SME space, a sector accounting for a substantial 50% of Sri Lanka's total GDP, the bank offers equal support to individual, business-oriented, and development-focused goals, transcending what is purely transactional and valuing each customer for their uniqueness as individuals. The bank's ascendancy as one of Sri Lanka's top-rated modern banks with considerable brand value has been marked by numerous accolades including being placed in the Top-50 in 'Sri Lanka's 100 most valuable brands' list for 2020 by global brand valuation consultancy Brand Finance; in the Top-50 in LMD's Inaugural Edition of 'Most Awarded'; and in the coveted 'LMD 100 - Sri Lanka's Leading Listed Companies' for the period 2019/20.

We are in the search for individuals who are passionate and have experience in Legal field.

Job Profile

This position is responsible for providing legal services, advices & support to internal service departments & branches.

Duties & Responsibilities

- Drafting & Reviewing Legal Contracts, Corporate Agreements, Security documents
- Drafting & attesting of notarial documents,
- Appear in courts on behalf of the bank
- Coordinate with panel of lawyers & Regional business teams
- Manage & recommend high value notarial works by Checking titles and Preparation of Title Reports.
- Drafting reviewing corporate agreements, security documents & provide recommendations.
- Checking of security documents and providing necessary advises.
- Preparation & Execution of Mortgage Bonds, Lease Agreements, or any required notarial documents and registration of such documents.
- Instituting Legal Actions including Preparation of letters of demand, drafting plaints and other related documents.
- Institute & Manage Parate Actions of the Bank.
- File proxies and appearing in Courts on behalf of the bank.
- Achieve Fee Based targets & recovery targets as budgeted.
- Coordinate with Regional legal team with regard to day to day monitoring of Notarial works & litigations of the Bank.
- Follow up, advice & manage civil or criminal litigation issues of the regions, High Value Cases & Bank against Cases.
- Visit Land Registries, Registrar General's Department and other related institutions.
- Visit Regional Legal Team & Branches
- Co-ordinating with panel lawyers and attending consultations with Senior Counsels.
- Conduct internal training programs.
- Assisting execution of writs/ Auction and preparation of related documents.

Candidate Profile

- Attorney-at-Law and Notary Public with license to practice in English and Sinhala in the relevant judicial zones
- A bachelor's degree and/or LLB
- Minimum of 8 years' experience as a legal officer preferably in the financial industry
- Excellent interpersonal, communication & negotiation skills with ability to work in cross functional teams
- IT literacy

An attractive remuneration package commensurate with experience and fringe benefits in par with the industry standards are available for the right persons. Interested candidates are invited to submit their curriculum vitae within 07 days of this advertisement to careers@sdb.lk mentioning the position on the subject line of the e mail. Kindly note that only shortlisted candidates will be contacted.