



## LEGAL OFFICER - LITIGATION

### The Job

- Drafting Plaints, Answers, Statements of Objections, Written Submissions and other legal documents, and protect the Bank from potential risk by ensuring that relevant legal documentation is in order.
- Appear in courts as instructing attorney on behalf of the bank within the Western Province including outstation courts as and when required.
- Liaise with external lawyers and obtain timely information of the cases and take necessary steps in Cases handled by external lawyers.
- Provide legal opinions relating to legal actions as and when requested by other departments and branches.
- Update and maintain case registers on a daily basis, discuss and report on the progress of the court cases with the Manager Litigation including follow up work with court registry for journal entries and proceedings etc.

### The Person

- Should be an Attorney at Law with a minimum of 04 years experience.
- Possession of Notarial license in English and sound knowledge in conveyancing.
- Should be Computer Literate coupled with good Public Relations skills and be able to communicate efficiently in both English and Sinhala.
- Ability to draft/prepare Legal documents and Deeds/Mortgage Bonds independently.
- Previous experience in the Commercial banking sector would be an added advantage

**Applicants are invited to log on to [www.seylan.lk](http://www.seylan.lk) and upload the updated CV along with a recently taken photograph or forward the CV to [careers@seylan.lk](mailto:careers@seylan.lk) within 07 days of this advertisement.**

**Deputy General Manager – Human Resources  
Seylan Bank PLC**



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Brand Finance Rating : "A+", Fitch Rating: A-(lka), Co.Reg. No : PO9  
v Bank is a licensed commercial bank supervised by the Central Bank of Sri Lanka.

 **SEYLAN**  
BANK PLC

*The bank with a heart*