



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.
- Understanding and Communicating in Tamil language will be added advantage.

Applicants are invited to log on to www.seylan.lk and upload the updated CV along with a recently taken photograph or forward the CV to careers@seylan.lk within 07 days of this advertisement.

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



www.seylan.lk



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Brand Finance Rating: "A+", Fitch Rating: A-(lka), Co.Reg. No: PQ9

v Bank is a licensed commercial bank supervised by the Central Bank of Sri Lanka.

 **SEYLAN**
BANK PLC

The bank with a heart