

# State Mortgage & Investment Bank



## Career Opportunities at SMIB

SMIB, as the premier housing bank to the Nation, is in the process of restructuring the bank's operation to offer a higher level of customer satisfaction and a wider variety of services. As such, we invite applications from candidates who have demonstrated dynamic leadership roles and make full commitment to achieve business goals with relevant qualifications and experience for the following posts.

### CHIEF MANAGER - LEGAL

#### Key Responsibilities

- Coordination of matters pertaining to the Legal Division of the Head Office and Branches of the Bank
- Examine title reports, preparing and executing mortgage bonds, releasing loans
- Preparing and excusing lease agreements /MOU, indentures, supplementary mortgage bonds and other legal documents on behalf of the Bank
- To draft plaints, affidavits, petitions and file cases at the relevant Courts matters and appear in the court cases when required representing SMIB
- Tender advice to the management on matters connected or incidental to the legal Guide/Advice management on available bank formats, security documents, setting out terms and conditions of agreement in line with prevailing legal practices
- Undertake preparation of monthly progress reports and other special reports in respect of the legal functions of the Bank and monitor, update the progress of the legal cases and report to the Board.
- Coordinate with Assistant General Manager-Legal and Legal officer ensuring that all of them are adhering to regulatory requirements ,circular instructions, banking practices and internal standards of the Bank

#### Qualifications & Experience

An Attorney-at-Law with 12 years' experience or a Bachelor's Degree in Law (LLB) from a recognized university with 08 years' experience. Master of Laws (LLM) will be a distinct advantage.

The experience in Civil Law court practice along with conveyance practice with at least three (03) years at Senior Management Level. The experience in a Banking institution will be an added qualification.

#### Remuneration

Salary Scale - Rs. 158, 315 - 4,390 x 12 - 210,995 per month together with bank approved allowances (10% Allowance, Cost of Living & Rent Allowance) .Monthly gross salary on this basis would be approximate.

**Age** - Not more than 50 years (However, the age limit will not apply to those already employed in a state sector organization)

### COURT CLERK - GR II

#### Qualifications

GCE (O/L) Six (06) Subjects in not more than two sittings with Credit Passes in Sinhala, English Language and Mathematics subjects.

GCE (A/ L) with Three (03) passes  
Computer Literacy

#### Experience

A minimum of Five (05) years' court work in a state organization or in a recognized establishment.

#### Remuneration

Salary Scale- Rs. 44,810 - 440 x 20 - 53,610 per month together with bank approved allowances (10% Allowance, Cost of Living & Rent Allowance) .Monthly gross salary on this basis would be approximate.

**Age** - Not more than 50 years (However the age limit will not apply to those already employed in a state sector organization)

#### General Conditions

**Method of Selection** - Inviting applications as per the recruitment policy and procedure of the bank.  
Selection by an Interview

#### Other Benefits

- Provident fund contribution 15% by the employer and 10% by the employee. The bank contributes to the ETF
- The annual bonus of two months gross salary
- Housing loans at concessionary rates after confirmation in the service
- Benefits under the bank's medical scheme
- Encashment of unutilized medical leave

**Closing Date for Applications** - 28/03/2022

#### How to Apply:

Interested qualified candidates should send their Curriculum Vitae and copies of their Educational/ Professional transcripts and the names, addresses and contact numbers of two professional non-related referees via the below email address.

All applications will be treated in strict confidentiality and any form of canvassing will be regarded as a disqualification. The Bank reserves the right to decide the selection, postponement or cancellation of recruitment or any other action and/or change the selection criteria for this recruitment. The decision of the Board of Directors will be final and conclusive.

Applications should only be sent via [careers@smib.lk](mailto:careers@smib.lk)

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### ASSISTANT GENERAL MANAGER – HUMAN RESOURCES AND LOGISTICS

#### Key Responsibilities

- Establishing human resources objectives in line with organizational objectives. Implement human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, employee relations and labour laws.
- Manage human resources operations by recruiting, selecting, orienting, training, coaching, counseling and disciplining staff, planning, monitoring, appraising and reviewing staff job contributions; maintaining compensation, determining customer-service strategies, designing systems, accumulating resources, resolving problems.
- Develop human resources operations financial strategies by estimating, forecasting and anticipating requirements, trends and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.
- Guide management and employee actions by researching, developing, writing and updating policies, procedures, methods and guidelines: communicating and enforcing organizational values.
- Comply with state and local legal requirements by studying existing and new legislation; anticipating legislation: enforcing adherence to requirements: advising management on needed actions.
- Oversee logistic function supporting the operational requirements of the bank on time and well structured.

#### Qualifications

A degree of a recognized university

**with**  
Associate Membership of Institute of Personnel Management of Sri Lanka or UK **Or**  
Diploma in Personnel Management from NIBM or IPM

#### Experience

Should possess a minimum of Seven (07) years experience in Human Resources Management in a Bank or recognized institution of which at least Five (05) years should be post qualifying experience in managerial level.

#### Remuneration

Salary Scale - Rs. 203,930 - 6,120 x 12 - 277,370 per month together with bank approved allowances. (10% Allowance, Cost of Living & Rent Allowance) Monthly gross salary on this basis would be approximate.

**Age** - Not more than 45 years (However, the age limit will not apply to those already employed in a state sector organization)

#### General Conditions

**Method of Selection** - Inviting applications as per the recruitment policy and procedure of the bank.  
Selection by an Interview

#### Other Benefits

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- The annual bonus of two months gross salary
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**Closing Date for Applications** - 28/03/2022

#### How to Apply

Interested qualified candidates should send their Curriculum Vitae and copies of their Educational/Professional transcripts and the names, addresses and contact numbers of two professional non-related referees. Post applied for should be indicated on the top left-hand corner of the envelope enclosing the application.

All applications will be treated in strict confidentiality and any form of canvassing will be regarded as a disqualification. The Bank reserves the right to decide the selection, postponement or cancellation of recruitment or any other action and/or change the selection criteria for this recruitment. The decision of the Board of Directors will be final and conclusive.

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