

# PEOPLE'S BANK

People's Bank, a premier bank in Sri Lanka with the largest customer base providing innovative financial solutions to its diversified clientele for over five decades and as a conducive environment for those who strive to achieve excellence and believe in professionalism. The bank is looking for a talented & dynamic individual to fill the following vacancy.

## BOARD SECRETARY

The Board Secretary will be fulfilling the responsibilities of the Bank and the Board of Directors (Board) to maintain the highest standards of effective corporate governance. With a primary focus on corporate governance, support the Secretaries Department, as assigned, the Board Secretary will provide leadership, initiative, and innovation in effective corporate governance through the execution of responsibilities including the following;

- ❖ Convening meetings of Board of Directors and the Board Subcommittee meetings/ management meetings as required
- ❖ Formulating meetings agendas and circulation/uploading of board papers and other documents required for the meetings well in time.
- ❖ Ensuring all meetings are minuted and monitoring of Board decisions.
- ❖ Assisting the preparation of the Bank's annual report.
- ❖ Ensuring minutes books are properly maintained.
- ❖ Ensuring compliance to corporate governance requirements.
- ❖ Organizing online meetings

### Eligibility Criteria

- ❖ Should be an Attorney at Law
- ❖ Should possess minimum 10 years experience as Assistant Board Secretary/Board Secretary or in a similar capacity to the Board of Directors including 03 years as Board Secretary in a reputed organization preferably in a Bank/ Financial institution.
- ❖ Good understanding in corporate governance and CBSL Directions is essential.

### Other Requirements

- ❖ Should be a person with leadership qualities, tech savvy with excellent communication skills, commitment to work, motivational and planning skills.
- ❖ Should be able to complete work efficiently with high level of accuracy.
- ❖ Should be able to competently manage a team of Assistant/Deputy Board Secretaries and Secretary's Department.
- ❖ Should be fluent in English and Sinhala Languages and has computer literacy and be well conversant in Microsoft office packages.
- ❖ Should be proactive and enthusiastic.
- ❖ Should be independent and maintain confidentiality at all times.

### Age

Should be above 40 years and below 55 years as at closing date of applications

### Method of selection

Shortlisted applicants based on the stipulated qualifications and experience will be called for an interview.

### Conditions of Employment & Remuneration

The appointment will be made on permanent basis and the selected candidate will be entitled to all other fringe benefits enjoyed by the Bank staff.

### Applications

Please send details of achievements and experience relevant to the job applied for together with your curriculum vitae along with copies of certificates and contact numbers of two non-related referees. The post applied for should be stated in the subject line of the Email and should reach the Email Address : [recruitment@peoplesbank.lk](mailto:recruitment@peoplesbank.lk) on or before 04.01.2021.

An Email confirmation of receipt will be sent upon the receipt of the curriculum vitae. In the event a confirmation has not been received within a reasonable period of time, you may inquire regarding the application on telephone numbers 0112481542/0112481416.

All applications will be treated in strict confidence and any form of canvassing will be regarded as a disqualification. All incomplete and Non - complying applications will be rejected.

The Bank reserves the right to decide the number of vacancies, postponement or cancellation of recruitment or on any other information not included in the advertisement.

**Deputy General Manager (Human Resources)**  
**People's Bank - Head Office**  
**NO. 75, Sir Chittampalam A Gardiner Mawatha,**  
**Colombo – 02.**



People's Bank is a licensed commercial bank supervised by the Central Bank of Sri Lanka.

[www.peoplesbank.lk](http://www.peoplesbank.lk)



[peoplesbanksrilanka](https://www.peoplesbanksrilanka.com)



**PEOPLE'S  
BANK**

AA+ Brand Finance Rating, AA+ Fitch Rating