

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.

BOARD SECRETARY

Key Responsibilities

The Board Secretary should fulfill the responsibilities of the Bank and the Board of Directors to maintain the highest standards of effective corporate governance. 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 meeting agenda 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

Qualifications

She/He should be an Attorney-at-Law or a Member of Institute of Chartered Corporate Secretaries of Sri Lanka (ICCSLK) or a Member of Institute of Chartered Secretaries and Administrators (UK)

Experience

Overall, 12 years' experience of which at least 05 years' experience in Secretarial work in a similar capacity. Experience in a Bank / Financial Institution would be preferable.

Remuneration

Salary Scale- Rs. 158,890 - 4,935 x 12 - 218,110 per month together with bank approved allowances. 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 state sector organizations).

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 - 15/03/2021

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 confidential 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 be sent under Registered Post to:

**General Manager / CEO,
State Mortgage and Investment Bank,
No.269, Galle Road,
Colombo 03.**