

# BANK OF CEYLON

The Bank of Ceylon, premier state owned commercial bank ranked among the top 1000 global banks, top 500 largest banks in the Asia Pacific Region and No.1 in Sri Lanka, is looking for suitably qualified, experienced person to the position of :

## ASSISTANT SECRETARY TO THE BOARD

### Key Responsibilities

Assisting and supporting with all company secretarial work, corporate governance matters and relevant legal issues which shall include, providing support to arranging Board and Subcommittee meetings, preparation of minutes, reports etc. reviewing researching and updating governance documents, statutory filing and related work, assisting in annual report documentation and other work assigned.

### Eligibility Criteria

#### Should be a citizen of Sri Lanka

AND

#### Educational/ Professional Qualifications:

An Attorney-at-Law

OR

An Associate/ Fellow member of the Institute of Chartered Accountants of Sri Lanka (ICASL)

OR

An Associate/ Fellow member of the Chartered Institute of Management Accountants of UK (CIMA)

OR

An Associate/ Fellow member of the Institute of Chartered Secretaries and Administrators of UK (ICSA)

#### Experience :

3 years hands-on experience as a Company Secretary/ Assistant Company Secretary Or in a similar capacity in a recognized institution ideally gained in a financial sector organization

#### Other Attributes :

- A good understanding of corporate governance practices, developments and relevant legal knowledge would be an added advantage
- Should be a person with leadership qualities, technical-flair, excellent communication skills, commitment to work, with a can-do attitude, motivational skills and planning skills
- Should be able to complete work efficiently with high levels of accuracy and attention to detail
- Should be able to work independently and as a team player
- Should be fluent in English and Sinhala languages and has computer literacy
- Should have analytical and problem solving skills and be able to work with numerical information
- Should have a diplomatic approach and the confidence to liaise with senior staff and Board Members
- Should be proactive and enthusiastic

#### Age :

30 to 44 years as at the closing date

### Terms and Conditions :

- The post will be subject to the General Terms and Conditions of the Bank's Service, but outside the normal Banking Stream (Closed Service)
- If found suitable upon fulfilling the requirements of the probation period to the satisfaction of the Bank, candidate will be confirmed in the permanent cadre of the Bank after a probationary period of one (01) year as Assistant Secretary to the Board.
- Salary scale applicable to the post is :

$$\frac{\text{Rs. } 97,410/= - \text{Rs. } 139,810/=}{\text{Rs. } 2,120/= \times 20}$$

(The approximate initial gross salary with variable cost of living allowance is around Rs. 195,000/- per month)

- Expected to work beyond normal working hours and weekends/ holidays.

### Application Procedure :

Send your updated curriculum vitae together with photocopies of all certificates covering the stipulated requirements, supportive documents to prove your experience and contact details of two non-related referees by registered post, with top left-hand corner of the envelope marked the post you have applied for, to the below address to reach us on or before **03rd December 2022**.

**Any application not meeting the above required eligibility criteria as at the closing date or submitting without photocopies of relevant supportive documents or received after closing date will be rejected at any stage of the recruitment without any further notice.**

**Chief Manager(Sourcing & Career Development)**

**Bank of Ceylon**

**26th Floor – Head Office**

**“BOC Square”**

**No.1, Bank of Ceylon Mawatha,**

**Colombo 01.**

- Any form of canvassing will lead to immediate disqualification.
- The Bank reserves the right to call only the short-listed candidates.
- The Bank reserves the right to decide the number of positions to be filled or postpone/ cancel the recruitment.



**Head Office, BOC Square,**  
No.1, Bank of Ceylon Mawatha, Colombo 1.

