

# COMMERCIAL BANK OF CEYLON PLC

With an enduring vision of being the most technologically advanced, innovative and customer friendly, financial organization, we, the most awarded Bank in Sri Lanka, continue to progress steadily while being listed amongst the Top 1000 Banks in the world for the twelfth consecutive year. Our unparalleled record of success over the past decade is supported by a network of 269 branches and superior standards in service, stability and performance. We are poised to ascend to even greater heights in the near future.

## HEAD OF LEGAL

Head of Legal is expected to lead the Legal Department of the Bank, providing guidance and advice to different business units of the Bank on all legal matters. Therefore, the role required sound understanding of banking operations and the legal framework governing the Banking Industry. Position holder is expected to guide the legal team of the Bank and coordinate with external counsels on all legal aspects connected to the affairs of the Bank.

### Job Profile / Main Responsibilities :

- Plan, implement and monitor the divisional objectives periodically and manage the development of human capital in the Legal Department
- Prepare and review documents including periodic reports, notarial documents as well as other documents such as confidentiality agreements and engagement letters
- Approve guarantee bonds and serving of letters of demand
- Ensure compliance with legal risk management as well as provide legal opinions if and when the bank requires it, while also representing the bank in judicial courts in matters filed by the bank in cases such as money recovery, mortgage bonds and debt recovery actions as well as representing the bank in cases filed against the bank
- Co-ordinate and manage the approach to legal risk in business departments
- Ability to prioritize action in terms of legal risk and commercial consideration
- Manage and supervise security documents of the bank as well as overseeing mortgage and property related court cases, parate-execution and money-recovery matters
- Assisting in managing the costs of internal and external legal services
- Development and maintenance of efficient and effective relationships with outside counsels
- Mentor junior legal associates and other members of the staff as well as provide legal advice to assigned departments while advising the bank of material legal developments and their implications and ensure that the interest of the bank are adequately protected

### Applicant's Profile :

- The candidate should be an Attorney-at-Law and Notary Public
- Should possess a Master of Laws from a recognized University
- Minimum 15 years of exposure in the banking sector
- A thorough knowledge on negotiating, drafting, vetting and administering financial contracts with national and international financial institutions, multilateral funding agencies and other corporates, safeguarding and maintaining bank's interest
- Strong advocacy, interpersonal and communication skills with computer literacy enabling function within electronic environment of the bank
- Ability to quickly apply abstract concepts of law and make quick, innovative decisions to resolve problems and handle stress with good business sense, multi-task and flexibility in handling work
- Ability to defend the Bank from claims and advocate the interests while maintaining the reputation of the Bank
- Ability to think independently being mindful of maintaining an appropriate balance between management and mitigation of legal risks and business efficacy
- Deep knowledge of the Banking Industry and identify potential issues, as well as understanding of the functions of units from which work is received and to which work is delivered
- Ability to make high-quality decisions based on a mixture of analysis, wisdom, experience and judgement and integrates divergent views to make balanced business decisions
- Ability to use extensive networks to identify opportunities and threats
- Demonstrate high integrity in all transactions

The successful candidate will be provided with an attractive remuneration package including fringe benefits, commensurate with benchmarked financial institutions.

Applications with all relevant information should be submitted to reach the under – mentioned by e-mail within 10 days of this advertisement with the **respective post marked as the subject.**

Deputy General Manager - HRM  
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 COMMERCIAL BANK