



ASSISTANT LEGAL OFFICER

The Associated Newspapers of Ceylon Limited (ANCL), widely known as Lake House, is the home and heart of print media in Sri Lanka. The country's pioneer print media institution having a history of over 100 years and 25 years of online publishing continues to occupy the number one spot in the print media industry.

We are looking for an energetic and dynamic individual who possesses the following qualifications and requirements to fill the above vacancy in the Legal Department.

Key Responsibilities:

- Prepare and review documents including reports, agreements, notarial documents, letters of demand and other legal drafts.
- Provide legal opinions if and when required.
- Attend Courts, Labour Tribunals, and other alternate dispute resolution forums.
- Follow up cases filed against the Company and preparation of legal reports and opinions. Liaise with legal consultants and the authorities.
- Handle intellectual property matters and attend inquiries.

Required Qualifications:

- Should be an Attorney-at-Law and Notary Public.
- Bachelor of Laws (LLB) Degree from a recognized University is an added qualification.
- Minimum of five (05) years post qualifying experience.
- Authority to function as a Notary in Sinhala and English.
- Experience in drafting and reviewing agreements will be considered as an added qualification.
- Preference will be given to applicants with experience in handling labour matters and labour inquiries.
- Strong advocacy, interpersonal and communication skills with computer literacy.

Age: Below 35 years

An attractive salary and fringe benefits await the right candidate.

If you have the above qualifications, please send your CV with names and contact details of two non-related referees stating the position applied for in the subject line of the email or on the top left hand corner of the envelope within 07 working days of this advertisement to the under-mentioned address.



Head of Human Capital
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