

EXECUTIVE - LITIGATION LEGAL

THE JOB

- Understand the strategic goals of the bank and subsidiaries to serve as the context for ensuring adequate litigation management
- Understand the legal framework of the bank and subsidiaries with all applicable laws
- Ensure accurate preparation and timely dispatch of letters of demand for non performing clients of the bank
- Prepare, draft, formulate and complete all legal documents relating to 'Parate Execution' as per policy, statutory and regulatory requirements
- Engage with external counsels / lawyers to initiate litigation as per policy and maintaining the rapport with them in the best interest of the bank
- Draft legal correspondence and connected documents that helps in filing the case as per policy, statutory and regulatory requirements
- Closely track progress of each case through appearance in court, Colombo and outstation when required
- Keep track of risks that may emerge as the case progresses and ensure appropriate mitigation as per approvals and policy
- Coordinate and liaise with writ officers / registrars / fiscal officers / other court officials in different court houses when executing writs such as seizure of assets, obtaining vacant possession of properties through ejectments and sale of assets through fiscal auctions in Colombo and outstation areas
- Assist in the foreclosure action of the bank by preparing appropriate legal documents as per statutory and regulatory requirements liaising with cross departmental teams
- Ensure adherence to communication protocols relating to confidentiality, restrictions and such others as per policy
- Take necessary precautions to ensure that the bank's brand image is not adversely affected as per policy
- Assist in any other projects allocated by the VP - Legal based on the business need

THE PERSON

- Be an Attorney at Law
- Possess minimum of 5-10 years of experience in litigation work
- Possess excellent planning and organizing skills
- Possess excellent communication, negotiation and presentation skills

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We will correspond only with the shortlisted applicants
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Vice President Human Resources