

ASSOCIATE MANAGER – AGREEMENTS/CONTRACTS, SPECIAL ASSIGNMENTS AND RETAIL BANKING UNIT

THE JOB

- To draft and review all types of legal agreements/contracts for internal departments of the bank within the agreed turnaround times and under the supervision of the Vice President Legal/ Team Leader.
- Reviewing of Trust Deeds, Power of Attorney formats, Board Resolutions, guarantee formats and provide opinions on same under the supervision of the Vice President Legal /Team Leader.
- Respond to queries in relation to retail banking by the branch network under the supervision of the Vice President Legal /Team leader.
- Maintain a register for the agreements executed by the bank.
- Providing opinions in consultation with Vice President Legal /Team leader.
- Assist Team Leader in drafting and reviewing of documents pertaining to Contracts/Agreements, Special Assignments and Retail Banking, and other related documents.
- Ensure that agreed service turnaround times relating to the provision of legal opinions for the retail banking queries are adhered to 90% of all cases referred, without compromising the accuracy and quality of work.
- Attend to any other matter as and when referred to by Vice President Legal/Team Leader.
- Carry out research on relevant topics and assist Vice President Legal/Team Leader to make presentations and/or give opinions on same.
- Be up-to-date with the current laws.
- Minimize the expenses (without lowering standards and efficiency) of the Legal Department.
- To understand the legal framework of the Bank with all applicable laws.
- To ensure safe-keep of all documents relating to the Legal Department.

THE PERSON

- Possess a Bachelor's degree in Law.
- Be an Attorney at Law and Notary Public in the jurisdiction of Colombo.
- Possess minimum of 05 years' of experience in company law and banking law.
- Strong communication, presentation and interpersonal skills.
- Good planning, organizing skills with analytical thinking and be methodical.
- Ability to pay attention to detail and be accurate.
- Should possess ;
 - ◆ Excellent inter personal skills
 - ◆ Analytical Skills: Ability to analyze complex legal issues and provide clear, practical advice.
 - ◆ Attention to Detail: Precision in reviewing documents and identifying potential issues.
 - ◆ Communication Skills: Strong written and verbal communication to effectively convey legal concepts to non-legal stakeholders.
 - ◆ Problem-Solving: Ability to find innovative solutions to legal and regulatory challenges.
 - ◆ Negotiation Skills: Proficiency in negotiating terms and conditions in agreements and settlements.
 - ◆ Time Management: Capability to manage multiple tasks and deadlines efficiently.
 - ◆ Teamwork: Working collaboratively with other legal and business professionals.
- Excellent inter personal skills
 - ◆ Ethical Judgment: High standard of professional ethics and integrity.
 - ◆ Adaptability: Ability to adapt to changes in the legal and banking environment.
 - ◆ Continuous Learning: Commitment to ongoing education and staying updated on legal and industry developments.

Position is at Associate Manager Level

Please login to <https://www.ndbbank.com/careers> to apply on or before 20th June 2025.

We will correspond only with the shortlisted applicants

"We are an equal opportunity Employer"



NDB bank

The future is banking on us

Vice President Human Resources