

SENIOR MANAGER – LEGAL

The job holder is responsible to ensure a timely management of litigation work relating to business line, all department and subsidiaries of the Bank with strict adherence to legal framework, applicable policies that support business growth and assist the litigation team.

THE JOB

- To understand the strategic goals of the bank and subsidiaries in ensuring adequate litigation management
- Appear In all or any courts to represent the Bank and make applications for and on behalf of the Bank
- Preparation, drafting, formulating and completion of all legal documents relating to “Parate Execution” as per internal policy, statutory and regulatory requirements
- Handling all complicated cases, High value cases and cases against the Bank.
- Maintain records of each on going Case and Auction by accurately filing of all relevant documents relating to each matter
- To keep track of risks that may emerge as the case progresses and ensure appropriate mitigation as per approvals and policy
- To co-ordinate and liaise with Writ Officers, Registrars, Fiscal Officers and other Court Officials In different court houses when executing Writs such as seizure of assets, obtaining vacant possession of properties through ejectment and sale of assets through Fiscal Auctions in Colombo and Outstation
- To draft legal correspondence and connected documents that helps in filing the case as per policy, statutory and regulatory requirements.
- Guarantees and other relevant documents for the accurate preparation and timely dispatch of Letters of Demand for Non- Performing Clients of the Bank.
- To closely follow the progress of each case by appearing in court in Colombo and outstation
- To engage with external counsels and lawyers to Initiate litigation as per bank policy and maintain a positive rapport with them in the best Interests of the Bank
- To oversee Junior Lawyers, Train them and guide them with their day to day work.

THE PERSON

- A bachelor’s of Law from a recognized university.
- Admission as an Attorney- at Law of the Supreme Court of Sri Lanka is mandatory.
- A minimum of 10 Years of post-qualification legal experience with at least 2 years in a managerial or senior capacity, preferably within the banking or financial services sector in Sri Lanka.
- Strong analytical, problem solving and negotiation skills.
- Excellent written and verbal communication skills in English and proficiency in Sinhala and / or Tamil would be an advantage.
- Presentation Skills & Computer Literacy Skills.
- High level of professional integrity and ability to handle confidential information with discretion.

Position is at Senior Manager Level.

Please login to <https://www.ndbbank.com/careers> to apply on or before 16th November 2025.
We will correspond only with the shortlisted applicants.

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"We are an equal opportunity Employer"



 **NDB bank**

The future is banking on us

Vice President Human Resources