



Are you driven by ambitious goals for your future?

Seylan Bank, one of the most progressive banks in the country, is seeking a competent and forward thinking person to fill the following vacancy. This is your opportunity to join our dynamic team and move towards your career goals.

Legal Officer – Litigation

- **Job Responsibilities**
- Draft Plaints, Answers, Statements of Objections, Written Submissions and other legal documents, and protect the Bank from potential risk by ensuring that relevant legal documentation is in order.
- Appear in courts as instructing attorney on behalf of the bank within the Western Province including outstation courts as and when required.
- Liaise with external lawyers and obtain timely information of the cases and take necessary steps in Cases handled by external lawyers.
- Provide legal opinions relating to legal actions as and when requested by other departments and branches.
- Update and maintain case registers on a daily basis, discuss and report on the progress of the court cases with the Manager Litigation including follow up work with court registry for journal entries and proceedings etc.
- **The Person**
- Should be an Attorney at Law with a minimum of 06 years experience.
- Possession of Notarial license in English and sound knowledge in conveyancing.
- Should be Computer Literate coupled with good Public Relations skills and be able to communicate efficiently in both English and Sinhala.
- Ability to draft/prepare Legal documents and Deeds / Mortgage Bonds independently.
- Previous experience in the Commercial banking sector would be an added advantage.

If you fulfill the above criteria, we invite you to email your cv along with a recently taken photograph to careers@seylan.lk within 7 days of this advertisement.

Only the shortlisted candidates will be contacted by Seylan HR.

011 200 88 88 | www.seylan.lk

 **SEYLAN**