



**We are on a Journey to bring  
prosperity to our Nation & its people.  
Do you like to be a part of it???**

Regional Development Bank, as the premier state-owned development bank in Sri Lanka with a network of 272 branches islandwide, invites applications from dynamic and result oriented individuals with relevant qualifications & experience for the following posts.

## **ASSISTANT MANAGER – BOARD SECRETARIAT**

### **Job Location: Board Secretariat Division – Head Office**

#### **Key Requirements :**

- Be an Attorney-at-Law, preferably with LLB Degree.
- Possess Notarial License in both Sinhala and English languages.
- Possess Company Secretarial License.
- Minimum of 02 years experience in Legal/Board Secretariat in a public/private banking or financial sector.
- Full or part qualification of chartered secretary will be an added advantage.
- Strong knowledge of corporate governance, legal documentation, and regulatory framework.
- Be computer literate.
- Proficiency in English is essential.
- Age below 35 years.

## **ASSISTANT MANAGER – LEGAL**

### **Job Location: Legal Division – Head Office**

#### **Key Responsibilities :**

- Execution of deeds bonds and the legal documents in-favour of the Bank.
- Liaise with officials of the bank on legal matters and court cases.
- Carry out consultations with counsels and panel lawyers with regard to the matters referred by the management.
- Undertake drafting plaints, affidavits, petitions and filing cases at the relevant courts and appearing for the court cases.
- Any other legal work.

#### **Key Requirements :**

- Be an Attorney-at-Law and Notary Public, preferably with LLB Degree.  
(Any post graduate qualification in related field or professional examination in banking/finance will be added advantage).  
And with
- Minimum of 2 years experience in Civil Law Court practice and conveyance practice or minimum of 2 years experience in legal work in a public/private financial sector/legal institution.  
Experience in a bank or recognized financial institution is preferred.
- The selected candidate should have a notarial license in the relevant judicial zone in both languages (Sinhala and English).
- Be computer literate.
- Age below 40 years

#### **REMUNERATION :**

An attractive remuneration will be offered to the selected candidates.

#### **HOW TO APPLY :**

Please forward your completed resume with contact details of two non-related referees to **careers@rdb.lk** on or before **February 10, 2026** with the respective post marked as the subject of the e-mail.

Any application not meeting the above required eligibility criteria or submitting incorrect information will be rejected at any stage of recruitment without any further notice. The Bank reserves the right to call only the shortlisted candidates and postpone or cancel the recruitment.



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Regional Development Bank

Chief Human Resources Officer  
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