



## POST OF RESEARCH ANALYST (GRADE III CLASS II)

The Bank is looking for a dynamic, business-oriented, and proactive person who possesses the specified qualifications and experience to join as Research Analyst to identify the market opportunities and strengthen the dealing and investment activities of the Treasury Division of the Bank.

### ELIGIBILITY REQUIREMENTS

- Candidates should be citizens of Sri Lanka
- Educational / Professional Qualifications  
Bachelor's degree in Economics / Statistics / Finance or related discipline from a university recognized by the University Grants Commission of Sri Lanka  
Professional certifications (CFA / CIMA / ACCA / Masters in Economics / MBA in Finance) or postgraduate qualifications would be an added advantage.
- Experience  
Minimum 2 years Research experience in Financial Market, Banking or Treasury.
- Age Limit  
Below 35 years  
(Age limit will not be applicable for internal candidates)

### KEY RESPONSIBILITIES

- Conduct research on domestic and global macroeconomic and market developments.
- Analyze and forecast interest rates, exchange rates, and liquidity trends.
- Prepare analytical reports and presentations for ALCO and Management.
- Evaluate investment opportunities across government securities, corporate bonds and equities
- Develop market intelligence dashboards and maintain data models.
- Support Treasury Management in investment strategy formulation and risk monitoring

### SKILLS & COMPETENCIES

- Strong analytical and data interpretation skills
- Proficiency in Microsoft Office, Bloomberg, or similar analytical tools.
- Attention to detail and commitment to accuracy
- Excellent communication skills in both verbal and written English
- Should be logical and quantitative with special focus on the finance industry

### TERMS OF EMPLOYMENT

This position will be on permanent basis subject to a probationary period of one year

### REMUNERATION

Rs. 113,040/- - 150,640/-  
(1880 x 20)

The initial monthly gross salary will be Rs. 247,619/- (approximately)

### FRINGE BENEFITS

The applicants selected for the above post will enjoy fringe benefits of medical assistance scheme, bonus, housing loan/ other staff loans at concessionary rates of interest, Reimbursement of professional membership fees, superannuation scheme with both Provident Fund and ETF benefits and non-contributory pension scheme as per the regulations of the Bank.

## ASSISTANT MANAGER - LEGAL (GRADE III - CLASS II) (NORTHERN & EASTERN REGIONS)

### ELIGIBILITY REQUIREMENTS

- Candidates should be citizens of Sri Lanka
- Educational / Professional qualifications & Experience
  - Attorney-at-Law with a minimum of 5 years post qualifying experience in a reputed establishment/ legal firm/ under senior counsel.
  - LLB and LLM will be an added advantage.
  - Exposure in conveyancing matters and prior experience in handling litigation is required.
  - Should be in possession of notarial licence to practice as a notary in the respective jurisdiction in Tamil & English languages
  - Proficiency in English and Tamil languages are required
  - Should have computer literacy.

**Selected candidates will not be eligible to transfer outside the province.**

- Age Limit  
Below 40 years.

**(Age limit will not be applicable for internal candidates)**

### KEY RESPONSIBILITIES

- Assuring compliance to the prescribed legal and regulatory standards
- Attending to pre-litigation and litigation matters including representing Bank's interest in the various legal fora
- Liaising with external instructing attorneys and counsels
- Attending to conveyancing matters of the Bank (title recommendation, bond execution etc.) independently

### SPECIAL SKILLS

- Ability to multitask and meet deadlines
- Leadership and teamwork
- Work with minimal supervision

### TERMS OF EMPLOYMENT

This position will be on permanent basis subject to a probationary period of one year

### REMUNERATION

Rs.113,040 - - 150,640/-  
(1,880 x 20)

The initial monthly gross salary will be Rs. 247,619/- approximately.

### FRINGE BENEFITS

The applicants selected for the above post will enjoy fringe benefits of medical assistance scheme, bonus, housing loan/ other staff loans at concessionary rates of interest, Reimbursement of professional membership fees, superannuation scheme with both Provident Fund and ETF benefits and non-contributory pension scheme as per the regulations of the Bank

## POST OF JUNIOR ASSISTANT SECRETARY TO THE BOARD OF DIRECTORS (GRADE III - CLASS II)

### ELIGIBILITY REQUIREMENTS

- Candidates should be citizens of Sri Lanka.
- Educational / Professional Qualifications & Experience
  - Attorney-at-Law preferably with LLB Degree awarded by a university recognized by the University Grants Commission of Sri Lanka
  - Member of the Association of the Chartered Secretaries and Administrators in UK/ Member of Institute of Chartered Accountants of Sri Lanka would be an added advantage.(Preference will be given to those who possess working experience in a recognized financial institution/ subsidiaries of such institution).
- Age Limit  
Below 32 years  
(Age limit will not be applicable for internal candidates)

### ROLES & RESPONSIBILITIES

- Providing professional assistance to following:
- Convene meetings of Board of Directors and the Boards Subcommittee meetings/ management meetings are required.
  - Formulating the meeting Agendas and circulation/ uploading of board papers and other documents required for the meetings well in time.
  - Ensuring all meetings are minuted and monitoring of Board Decisions
  - Assisting the preparation of the Banks Annual Reports
  - Ensuring minutes books are properly maintained
  - Ensuring compliance to corporate governance requirements
  - Organizing online meetings and any other professional assignments related to the Board Secretariate

### OTHER REQUIREMENTS

- Knowledge in corporate governance
- Should be fluent in English and Sinhala Languages and have computer literacy.
- Willingness to work extended hours and during weekends

### REMUNERATION

Rs.113,040/- - 150,640/-  
1,880 x 20

(Monthly gross salary is Rs. 247,619/- approximately)

### FRINGE BENEFITS

The applicants selected for the above post will enjoy fringe benefits of medical assistance scheme, bonus, housing loan/ other staff loans at concessionary rates of interest, Reimbursement of professional membership fees, superannuation scheme with both Provident Fund and ETF benefits and non-contributory pension scheme as per the regulations of the Bank.

### METHOD OF SELECTION

Assessment Test and Interview

### SUBMISSION OF APPLICATIONS

Applicants must use our standard application form which is available in the National Savings Bank Website [www.nsb.lk](http://www.nsb.lk). Applications should be sent under Registered Cover to reach the undersigned on or before 14.07.2026 and the post applied for should be stated on the top left hand corner of the envelope. An applicant cannot use any other channel in forwarding the application.

Photocopies of the educational/professional & experience certificates should be attached together with the application. Applicants who fail to attach the relevant certificates will not be called for interviews.

Any form of canvassing will lead to immediate disqualification, and the Bank reserves the right to call only the short-listed candidates. The Bank reserves the right to postpone or cancel the recruitment.

### HRD Division

National Savings Bank

Head Office

Colombo 3.

NSB Call Centre Hotline Number : +94 11 2379379