

# BANK OF CEYLON

The Bank of Ceylon, premier state owned commercial bank ranked among the top 1000 global banks, top 500 largest banks in the Asia Pacific Region and No.1 in Sri Lanka, is looking for suitably qualified, experienced, dynamic and results oriented person to fill the vacancy for the following position to its legal department:

## In-house Counsel (Contract Basis)

### Job Description

1. Handling Trial and Inquiry matters with regard to cases filed by and against the Bank.
2. Handling supporting and Argument matters in the Appellate Court including the Civil Appeal High Court, the Court of Appeal and the Supreme Court.
3. Drafting complicated complaints referred by the Legal Officers' and perusing pleadings whenever required and other connected court documents.
4. Drafting and perusing complicated agreements and advisory matters whenever necessary and required by the Bank.
5. When legal representation is required, representing the Bank in Special Commissions including Presidential Commissions and the Committee On Public Enterprises (COPE).
6. Representing the Bank in special Forums referred by the Chief Legal Officer when required.
7. Providing legal assistance in high valued and complex recovery matters.
8. Mentoring and providing necessary Training & Development to the staff at the legal department on legal topics.

### Eligibility Criteria

- **Should be a citizen of Sri Lanka**
  - **Qualifications**
    - a) Attorney-at-Law and Notary Public
    - b) Any Law related Post Graduate qualifications are added qualifications
  - **Experience**
    - Should have a minimum of 10 years of experience in a commercial bank in a Senior Management position
- AND**
- Should have 5 years of experience in a large Law firm and /or practicing at the Bar
  - **Other Attributes**
    - ❖ Strong negotiating skills with both legal and financial/ commercial issues
    - ❖ Ability to establish and maintain strong relationships within the Bank's Legal Department and across all other Departments
    - ❖ Ability to work independently and with minimum supervision
    - ❖ Able to mentor the internal attorneys at the Legal Department
  - **Age**

Should be not less than 50 years and should not be more than 58 years as at the closing date of applications

### Terms and Conditions

- Period of employment will be one (01) year on Fixed Term Contract
- An attractive remuneration package will be offered based on the candidate's profile and it is negotiable
- The selected candidate is not allowed to engage in private practice (Notarial/Instructing/Counseling) during his/her assignment
- Expected to work beyond normal working hours and week-ends/holidays, if required
- Ability to travel to outstations on demand basis

### Application Procedure

Send your application together with the photocopies of Certificate of Birth, National Identity Card, Certificate of relevant Educational Qualifications and documents to prove your experience along with the contact details of two non-related referees to the below address by registered post and clearly marked with the post you have applied for on the top left-hand corner of the envelope, to reach us on or before 28.08.2021.

***Any application not meeting the above required eligibility criteria or without documentary proof of the relevant certificates or received after closing date will be rejected without any further notice.***

**Chief Manager**  
**(Sourcing and Career Development)**  
**Human Resource Division – 26<sup>th</sup> Floor**  
**Bank of Ceylon**  
**Head Office**  
**Colombo 01**

*Any form of canvassing will lead to immediate disqualification.  
The Bank reserves the right to call only the short listed candidates.*

