

**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 island-wide and with over 3000 manpower strength, invites applications from dynamic and result-oriented individuals with relevant qualifications and experience for the following post.

## **ASSISTANT MANAGER - LEGAL**

**Job Location: Legal Division - Eastern Province**

### **Key Responsibilities**

- Execution of mortgage bonds and the legal documents in favour of the Bank.
- Liaise with officials of the bank on legal matters and court cases.
- Carry out consultation with Counsel 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.
- All other legal work.

### **Key Requirements**

- Be an Attorney-at-Law and Notary Public, preferably with LLB degree. (Any postgraduate 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 (Tamil and English).
- Be computer literate.
- Age Below 40 years
- The appointment will be made on Contract basis initially for a period of 02 years.

### **METHOD OF SELECTION**

Shortlisted applicants based on the stipulated qualifications and experience will be called for an interview.

### **REMUNERATION**

An attractive negotiable remuneration package will be on offer to the right candidate.

### **CLOSING DATE FOR APPLICATIONS**

May 10, 2024

### **HOW TO APPLY**

Interested qualified candidates should send their applications, curriculum vitae and certified copies of their educational/professional transcripts to the following address. Application should comprise the information of two non-related referees including their names, addresses and contact numbers. Post applied should be indicated on the top left hand corner of the envelope enclosing the application.

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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