

SMIB, as the premier housing bank to the Nation, is in the process of restructuring the bank's operation to offer a higher level of customer satisfaction and a wider variety of services. As such, we invite applications from candidates who have demonstrated dynamic leadership roles and make full commitment to achieving business goals with relevant qualifications and experience for the following post.

Assistant Manager-Legal

Key Responsibilities:

- Undertake drafting plaints, affidavits, petitions and filing cases at the relevant Courts and appearing in those Court cases
- Carry out examination of title documents, perusing title insurance policy and preparing devolution of titles (pedigree) and all related legal documentation
- Carry out drafting, preparing and attesting mortgage bonds, indentures, supplementary mortgage bonds, releases of bonds, portion of releases, indenture for reschedule of loan, endorsement of cancellation of sales, preparing certificate of sales and releases, endorsements of legal documents such as agreement
- Carry out work in relation with cancellation of mortgage bonds and EPF loans after settlements
- Conduct searches at the Land Registries for self-ascertainment of facts where necessary.
- Carry out interviewing of loan applicants and other customers and guide them when necessary.
- Carry out consultation with counselors and panel lawyers with regard to the matters referred by the management

Qualifications :

An Attorney-at-Law with a Bachelor's Degree in Law (LLB) from a recognized university.

Experience :

03 years of executive experience in Civil law court practice along with conveyance practice and other related legal work in a public or private sector institution. Preference will be given to candidates with wide experience in /civil Court & Notarial work. Be computer literate.

Experience in a Banking institution or recognized financial institution will be an added qualification.

Remuneration :

Salary Scale: Rs. 113,040-1,880 x 20-150,640/-per month together with the Bank approved allowances.(Cost of Living, Rent & 10% Allowance. Total monthly gross salary would be Rs.210, 000/- approximately).

Age : Not more than 40 years (However, the age limit will not apply to those already employed in a state sector organization)

Staff Officer

Key Responsibilities :

Within the credit policy of the Bank, to build a quality credit portfolio by identifying and sourcing credit worthy client profile through credit analysis. Ensure credit disbursement and minimum NPL towards agreed targets by adhering to regulatory requirements and internal controls under the guidance and directions of the Branch Manager.

Qualifications :

A Degree in Banking, Business Administration, Commerce or Economics, Accountancy or equivalent from a UGC recognized University **with** Intermediate or licentiate examination of Institute of Chartered Accountants of Sri Lanka (ICASL) or stage I and II examination of Chartered Institute of Management Accountants of UK (CIMA UK) or DABF of IBSL or Associate Member of IBSL

Experience :

03 years of executive experience in the field of credit appraisal, credit disbursement, risk operations, and credit recovery functions in a bank or recognized financial institution. The candidate should have good communication and interpersonal skills. Be computer literate.

Salary Scale : Rs. 90,645 - 1,220 x 20 -115,045 /-per month together with the Bank approved allowances. (Cost of Living, Rent & 10% Allowance. Total monthly gross salary would be Rs.189, 500/- approximately).

Age : Not more than 35 years (However the age limit will not apply to those already employed in a state sector organization)

General Conditions :

Method of Selection : Inviting applications as per the recruitment policy and procedure of the bank.

Selection by an Interview

Closing Date for Applications - 08.03.2025

How to Apply :

Interested qualified candidates should send their Curriculum Vitae and copies of their Educational/ Professional transcripts and the names, addresses and contact numbers of two professional non-related referees via the below email address.

All applications will be treated in strict confidentiality and any form of canvassing will be regarded as a disqualification. The Bank reserves the right to decide the selection, postponement or cancellation of recruitment or any other action and/or change the selection criteria for this recruitment. The decision of the Board of Directors will be final and conclusive.

Applications should only be sent via careers@smib.lk