

# PEOPLE'S BANK

People's Bank, a premier bank in Sri Lanka with the largest customer base providing innovative financial solutions to its diversified clientele for over six decades and as a conducive environment for those who strive to achieve excellence and believe in professionalism, the Bank is looking for a talented & dynamic individual to fill the following position in the Bank.

## ASSISTANT BOARD SECRETARY

The key responsibilities involved in the position amongst others are,

- Convene meetings of Board of Directors and the Boards Subcommittee meetings/ management meetings as required.
- Formulating meetings agendas and circulations/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 Bank's annual report.
- Ensuring minutes books are properly maintained.
- Ensuring compliance to corporate governance requirements.
- Organizing online meetings.

### ACADEMIC /PROFESSIONAL QUALIFICATIONS AND EXPERIENCE

- Attorney- at- Law preferably with L.L.B. Degree from a University or a degree awarding institute recognized by the University Grants Commission of Sri Lanka.
- Minimum of two years' experience in a Board Secretarial capacity.

### AGE

- Age preferably below 35 years as at closing date of application.

### OTHER REQUIREMENTS

- Should be a citizen of Sri Lanka.
- Knowledge in corporate governance will be an advantage.
- Fluent in English Language and possess excellent writing/typing skills.
- Well conversant in MS Office packages with very good typing skills.

### METHOD OF SELECTION

Shortlisted applicants based on the stipulated qualifications and experience will be called for an interview. The appointment will be made on permanent basis.

### CONDITIONS OF EMPLOYMENT

The position of Assistant Board Secretary is in the non-banking stream equivalent to the grade of Manager (3-1). The performance will be evaluated annually.

### REMUNERATION

The selected candidate will be placed on the initial salary point of the relevant salary scale and will be entitled to all other fringe benefits enjoyed by Bank staff.

### APPLICATIONS

The applicants are instructed to fill in the **Application form on the Career page of People's Bank website** and send the duly filled application along with Curriculum Vitae and other necessary supportive documents (Should be less than 2 MB). The post applied for should be stated in the subject line of the Email and should reach the Email address: **bssrecruit@peoplesbank.lk** on or before 27.04.2026.

An Email confirmation of receipt will be sent upon the receipt of the application. In the event a confirmation has not been received within a reasonable period of time, you may inquire regarding the application on telephone numbers 011 3741421/011 3741424.

All applications will be treated in strict confidentiality and any form of canvassing will be regarded as a disqualification. All incomplete and Non - complying applications will be rejected.

The Bank reserves the right to decide the number of vacancies, postponement or cancellation of recruitment or on any other information not included in the advertisement.

Deputy General Manager (Human Resources)  
People's Tower - Level 14  
No. 374, Dr. Colvin R. de Silva Mawatha  
Colombo – 02.



A (Ba) Fitch Rating AAA Brand Finance Rating  
People's Bank is a licensed commercial bank supervised by the Central Bank of Sri Lanka.



Pride of the Nation