



# Sampath Bank

WE PRESENT YOUR FUTURE



## Redirect your expertise towards our success.

For over 30 years, we have been redefining trends in commercial and retail banking thereby growing into one of the most forward-thinking banks in the country. Today, we take great pride in offering progressive, state-of-the-art banking solutions while zealously maintaining Sri Lankan values.

We believe our innovative spirit and our dynamic Sampath Team are the driving forces behind our immense success.

## MANAGER - SECRETARIAT

### Requirements:

- Attorney-at-Law registered as a Company Secretary or a Chartered Corporate Secretary or Chartered Secretary.
- Minimum of five (05) years experience in a supervisory capacity, preferably in the Company secretarial field.
- Experience in a listed regulated company will be an added advantage.
- Age not less than 35 years

### Other Competencies Required:

- Knowledge of Company Secretarial Practice, Corporate Governance, application of Stock Exchange Rules and other Statutory and Regulatory Requirements
- Leadership and Interpersonal Skills
- Problem Solving and People Management Skills
- Fluency in English & Sinhala (Oral & Written)

### Key Responsibilities:

- Assist the Company Secretary in monitoring and handling all functions related to the Secretariat of the Bank including Board and Board Sub Committees, share register / ledger and shareholder matters and relevant sections of the Annual Report.

An attractive remuneration package coupled with a modern and conducive work environment awaits the right candidate.

Please forward your completed Curriculum Vitae by e-mail as an attachment to [hr.resourcing@sampath.lk](mailto:hr.resourcing@sampath.lk) stating qualifications, experience and citing contact numbers and names of two non-related referees, on or before 8<sup>th</sup> January 2019.

Please state “**Application for the Position of Manager – Secretariat**” as the subject of the e-mail along with your name. Only the shortlisted candidates will be contacted.

***Selection will be strictly on merit. Any form of canvassing will be a definite disqualification.***

**AGM - HUMAN RESOURCES**  
**Sampath Bank PLC**  
**No. 110, Sir James Peiris Mawatha,**  
**Colombo 02.**