

SENIOR MANAGER - LITIGATION LEGAL DEPARTMENT

THE JOB

- Understand the strategic goals of the Bank and subsidiaries to serve as the context for ensuring adequate litigation management
- Understand the legal framework of the Bank and subsidiaries with all applicable laws
- To supervise, guide and oversee junior lawyers and non-lawyers of the litigation team of the Bank and to ensure smooth and accurate functions of the litigation team
- To assist the Chief Manager - Litigation in all Court related matters of the Bank, Preparation of board papers / board subcommittee papers
- Ensure accurate preparation and timely dispatch of letters of demand for non performing clients of the Bank
- Prepare, draft, formulate and complete all legal documents relating to 'Parate Execution' as per policy, statutory and regulatory requirements
- Engage with external counsels / lawyers to initiate litigation as per the Bank's policy and maintaining a rapport with them in the best interest of the Bank
- Engage with outsourced law firms of the Bank and to monitor, coordinate, follow up and maintain records of the litigation work carried out by such law firms
- Draft legal correspondence and connected documents that helps in filing a case as per the Bank's policy and statutory and regulatory requirements
- Closely track progress of each case through appearance in court, in Colombo and outstation when required
- Keep track of risks that may emerge as the case progresses and ensure appropriate mitigation as per approvals and policy
- Coordinate and liaise with writ officers / registrars / fiscal officers / other court officials in different court houses when executing writs such as seizure of assets, obtaining vacant possession of properties through ejectments and sale of assets through fiscal auctions in Colombo and outstation areas
- To provide legal opinion on recoveries / work / bank related matters and court cases based on applicable policies and laws
- To negotiate / mediate with customers, vendors and such others who are in breach of contracts in order to close such cases without litigation
- Assist in the foreclosure action of the Bank by preparing appropriate legal documents as per statutory and regulatory requirements liaising with cross departmental teams
- Ensure adherence to communication protocols relating to confidentiality, restrictions and such others as per policy
- Take necessary precautions to ensure that the Bank's brand image is not adversely affected as per policy?

THE PERSON

- Be an Attorney at Law
- Possess more than 15 years of experience in litigation work
- Possess excellent planning and organizing skills
- Possess excellent communication, negotiation and presentation skills both in English and Sinhala
- Should be computer literate and should be able to draft /prepare legal documents independently

Please login to <https://www.ndbbank.com/careers> to apply on or before **25th October 2023**



We will correspond only with the shortlisted applicants
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Vice President Human Resources