

JUNIOR LAWYER – AGREEMENTS/CONTRACTS, SPECIAL ASSIGNMENTS AND RETAIL BANKING UNIT

THE JOB

- To draft and review all types of legal agreements/contracts for internal departments of the bank within the agreed turnaround times and under the supervision of the Vice President Legal/ Assistant Vice President Legal/ Team Leader..
- Reviewing of Trust Deeds, Power of Attorney formats, Board Resolutions, guarantee formats and provide opinions on same under the supervision of the Vice President Legal/ Assistant Vice President Legal/ Team Leader.
- Respond to queries in relation to retail banking by the branch network under the supervision of the Vice President Legal/ Assistant Vice President Legal/ Team leader.
- Maintain a register for the agreements executed by the bank.
- Providing opinions in consultation with Vice President Legal/ Assistant Vice President Legal/ Team leader.
- Assist Assistant Vice President Legal/Team Leader in drafting and reviewing of documents pertaining to Contracts/Agreements, Special Assignments and Retail Banking, and other related documents.
- Ensure that agreed service turnaround times relating to the provision of legal opinions for the retail banking queries are adhered to 90% of all cases referred, without compromising the accuracy and quality of work.
- Attend to any other matter as and when referred to by Vice President Legal/ Assistant Vice President Legal/Team Leader.
- Carry out research on relevant topics and assist Vice President Legal/ Assistant Vice President Legal/Team Leader to make presentations and/or give opinions on same.
- Be up-to-date with the current laws.
- Minimize the expenses (without lowering standards and efficiency) of the Legal Department.
- To understand the legal framework of the Bank with all applicable laws.
- To ensure safe-keep of all documents relating to legal, as per policy.

THE PERSON

- Possess a Bachelor's degree in Law.
- Be an Attorney at Law and Notary Public in the jurisdiction of Colombo.
- Possess 05 years' of experience in company law and banking law.
- Possess excellent interpersonal skills.
- Possess good Planning and organizing skills and be methodical.
- Possess analytical skills : Ability to analyze complex legal issues and provide clear, practical advice, Attention to Detail: Precision in reviewing documents and identifying potential issues.
- Possess strong written and verbal communication to effectively convey legal concepts to non-legal stakeholders.
- Possess problem-Solving skills: Ability to find innovative solutions to legal and regulatory challenges.
- Possess negotiation Skills: Proficiency in negotiating terms and conditions in agreements and settlements.
- Possess excellent Time Management skills : Capability to manage multiple tasks and deadlines efficiently.
- Ability to work collaboratively with other legal and business professionals.
- Possess High standard of professional ethics and integrity.
- Ability to adapt to changes in the legal and banking environment.
- Commitment to ongoing education and staying updated on legal and industry developments.

The position is at Associate Manager Level.

Please login to <https://www.ndbbank.com/careers> to apply on or before 15th August 2024

We will correspond only with the shortlisted applicants

"We are an equal opportunity Employer"



Vice President Human Resources