

# REGIONAL LAWYER – NORTH EAST REGION

The Legal Department of the Bank is proposing to hire, self- motivated and target driven Regional Lawyer for the North East region, for immediate engagement.

## THE JOB

- Carrying out title searches at the Relevant Land Registries/preparation of Title Reports in the respective region including carrying out preliminary examination of title (initial title check), call for other necessary documents in order to form an opinion on the title, carry out personal title searches at relevant Land Registries and prepare Title Reports in accordance with a format acceptable to the Bank;
- Preparation and attestation of Mortgage Bonds and other security documents in respect of Business Banking facilities and Home Loan facilities.
- Overall supervision and co-ordination of other Retained Lawyers in the particular region.
- To make appearances in Court in relation to action for and against the Bank which is connected to the respective region which includes attending parate actions, attestation and registration of Conditions of Sale, obtaining of certified extracts of the Conditions of Sale and Certificates of Sale.
- To ensure compliance with all applicable regulatory requirements (internal and external) with regards to branch legal work.
- To provide timely and competent advice on the structuring of facilities, acceptability of security or any other matter and negotiate the same in a competent manner with customers and other related parties.
- Understand the strategic goals of the Bank and to serve as the primary legal contact in the relevant region and to ensure that adequate legal coverage is provided to the branches in the respective region.

## THE PERSON

- An Attorney-at-Law and Notary Public with minimum 10 years of post-qualifying experience in a similar role either in a Bank or a Financial Institution. Should possess a Notarial License in the relevant jurisdiction.
- Possess strong communication skills in English and Tamil and be a team player.
- Possess a positive attitude and be able to work independently with a high degree of professionalism and accountability.
- Prospective applicants will be based in the Jaffna/North Regional Office and will be required to travel regularly to the Batticaloa/East Regional Office and to the branches of the North East Region. Occasional visits to the Head Office in Colombo will also be required.

**Position is at Associate Manager Level**

**Please login to <https://www.ndbbank.com/careers> to apply on or before 4<sup>th</sup> May 2025.**

We will correspond only with the shortlisted applicants

"We are an equal opportunity Employer"



**NDB bank**

The future is banking on us

Vice President Human Resources