

# 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 supportive 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 awarded by a recognised university / Institute and at least two years experience in a similar capacity.

### AGE

- Age preferably below 32 years as at closing date of applications.

### 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-I). 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

Please send details of achievements and experience relevant to the job applied for together with your curriculum vitae along with copies of certificates and contact numbers of two non-related referees. The post applied for should be stated in the subject line of the Email and should reach the Email Address: [recruitment@peoplesbank.lk](mailto:recruitment@peoplesbank.lk) on or before 26.02.2024

An Email confirmation of receipt will be sent upon the receipt of the curriculum vitae. In the event a confirmation has not been received within a reasonable period of time, you may inquire regarding the application on telephone numbers 0112481542/0112481416.

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 Bank - Head Office

NO. 75, Sir Chittampalam A Gardiner Mawatha,

Colombo - 02.



[www.peoplesbank.lk](http://www.peoplesbank.lk)



**PEOPLE'S  
BANK**

**Pride of the Nation**