

**TEAM
NATION** 
V A C A N C Y

LEGAL OFFICER

Here's an excellent opportunity for you to be a part of Sri Lanka Cricket

» **Qualifications & Experience required**

- Should be an Attorney-at-law with Notary Public with a license
- Should be a registered Company Secretary and appointed Commissioner for Oaths
- Must have been 'called to the Bar' on or after January 2018
- Over 1 year experience in Contracts and Litigation Management including preparation of agreements and coordination of SLC's legal correspondences and drafts.
- Over 1 year experience in commercial agreements and litigation.
- Ability to handle confidential/ Legal Documents
- Excellent Verbal and Written Communication skills in English & Sinhala
- Computer Literacy is a must.
- Ability to work under pressure with minimum supervision.

» **Scope of Work**

- Shall coordinate, carry out, and discharge the work and functions of the legal department
- Provide legal support for the organization and make representation for an on behalf of the organization in Courts, Tribunals, Statutory bodies and any other establishment where legal representation for the organization is required
- Shall provide his/her legal expertise/opinion, prepare Legal and other reports on the matters referred to Legal department.
- Responsible for due reconciliation of payment of all sorts of legal fees and maintain the records thereof at the Legal department
- Contribute significantly to broader organizational objectives provide legal expertise and involve in policy/procedural review, conducting of inquiries
- Ensure strict Legal compliance on the affairs of the organization.

If you are a team player with the drive and initiative to perform with minimum supervision and willingness to work in a team oriented environment, you could be the person we are looking for, Attractive and negotiable remuneration packages with other fringe benefits and excellent career prospects await the selected candidates.

Recruitment Age:

- Be below 50 years of age

All applicants should forward their applications to **vacancies@srilankacricket.lk** or to the following address along with the names of two non-related referees within one week of the advertisement.

Senior Manager Human Resources,

Sri Lanka Cricket, No. 35, Maitland Place, Colombo 07.

**Please mention the post applied for on the envelope*