

SriLankan Airlines Ltd , the National Carrier of Sri Lanka operates with a network of destinations throughout Asia, the Middle East, Europe and Australia. The Airline has a strong presence in Maldives and Southern India. SriLankan is a member of the 'oneworld' alliance.

The SriLankan team is seeking dynamic individual to join us as:

## GROUP LEGAL AFFAIRS MANAGER

The incumbent will be responsible to provide advice and protect commercial and legal interests in matters relating to contracts, litigation, trademarks, conveyancing, regulatory compliance and any other matters involving and having a legal implication with a view to minimizing the risks and exposure to SriLankan Airlines Limited and associated companies (the "Group").

### Key responsibilities:

- Collate information, prepare and update standard form contracts and review/draft contracts regularly entered into by the Group with third parties.
- Attend to cases filed against the Group and to be filed by the Group in the tribunals, courts and other forums, collate information, prepare briefs for legal counsel, attend consultations, appear on behalf of the Group, and the relevant tribunals, courts and other forums, determine the best course of action and comply with statutory, procedural and other requirements to protect the interests of the Group both locally and overseas.
- Monitor and appear before the courts, regulatory authorities, arbitration centers, Human Rights Commissions and law enforcement authorities on behalf of the Group in handling claims by and against the Group and other incidents involving the Group and its employees.
- Collate information, initiate, monitor, process and conclude registration and renewals of registration of the Groups' service marks, trademarks and other distinctive marks to comply with statutory requirements and recommend action to safeguard the interests of the Group locally and overseas.
- Attend to all conveyancing requirements of the Group.
- Timely acknowledge and respond to requests as per the Right to Information Act of Sri Lanka (RTI). Collate information from the internal departments, submit reports to the Institutions based on the Act. Regularly update the Proactive Disclosure for the Group. Ensure the Company manuals meet the RTI requirement on information retention.
- Research, study and keep abreast with the latest air transportation regulatory developments initiated by IATA /ICAO and legal and regulatory developments in Sri Lanka and overseas related to day to day affairs of the Group and advice internal departments to ensure compliance.
- Offer advice and guidance to the internal departments of the Group on all issues having legal implications to minimize and manage the risks and to enable proper action to be taken in the best interests of the Group.

### The candidate should possess the following minimum requirements:

- Bachelors of Law Degree from a recognized University and/or Attorney-at-Law of the Supreme Court of Sri Lanka with over 3 years of work experience at Executive level in a reputed organization in Sri Lanka. Being a Notary Public and having license to practice in English in either Colombo or Negombo Judicial zone will be an advantage.

**Upper age limit : 40 years as at 26<sup>th</sup> April 2023 which is the closing date.**

Influencing will be a reflection of unsuitability.

We are an equal opportunity Organization.

Employment will be offered on fixed term contract.

Please note that we will correspond with you within a month of closing the advertisement in the event your application is shortlisted for consideration.