BANK OF CEYLON

Bank of Ceylon is the largest banking institution in Sri Lanka having an islandwide branch network with operations in overseas locations, including a banking subsidiary in London. We are ranked among the Top 500 Banking Brands in the World.

We are looking for a suitably qualified and experienced professional to fill the vacancy for the position of:

SECRETARY TO THE BOARD



Key Accountabilities

- Ensure all Board and Subcommittee meetings are scheduled, organised and conducted in compliance with regulated and statutory requirements.
- Facilitate and support the preparation of high-quality, timely minutes for Board and Subcommittee meetings.
- Oversee the prompt dispatch of Board and Subcommittee decisions and directives for implementation across relevant departments.
- Monitor and follow-up on the status of the implementation of the decisions taken at the Board and Subcommittee meetings.
- Ensure accuracy and completeness of documentation and compliance with enabling enactments and governance standards.
- Provide high-level company secretarial support, including agenda setting, document compilation, compliance guidance and coordination.
- Support corporate governance compliance and reporting requirements through the timely provision of information updates and facilitation of evaluations.

Eligibility Criteria

Should be a citizen of Sri Lanka

AND

Educational / Professional Qualifications:

- An Attorney-at-Law
  OR
- An Associate / Fellow Member of the Institute of Chartered Accountants of Sri Lanka (CA-Sri Lanka)
  OR
- An Associate / Fellow Member of the Chartered Institute of Management Accountants of UK (CIMA)
  OR
- An Associate / Fellow Member of the Institute of Chartered Secretaries and Administrators of UK (ICSA)
  OR
- An Associate / Fellow Member of the Institute of Chartered Corporate Secretaries of Sri Lanka (ICCSSL)

A Master's qualification in Management, Law or related field / IT related qualification will be an added advantage.

Experience

Should possess a minimum of 10 years experience in Board / Company secretarial service including three (03) years as Board / Company Secretary or Assistant Board / Company Secretary in a recognised institution, preferably at a bank / financial institution.

Other Attributes

- A good understanding of corporate governance practices, developments and relevant legal knowledge
- Ability to guide and influence others to ensure strong governance practices
- Strong leadership, interpersonal and decision-making skills
- High standards of honesty, ethics and a strong moral compass
- Possess excellent oral and written communication skills
- Strong ability to manage time, priorities and multiple responsibilities effectively
- Demonstrate courage, resilience and maturity, especially under pressure
- Ability to maintain high standard of professionalism in dealing with internal and external stakeholders
- Ability to build effective working relationships
- Ability to maintain high standards in documentation, data handling and compliance related reporting

Age

50 years or below as at the closing date.

Terms of Appointment

The position is offered on a permanent basis.

Application Procedure

Send your complete, updated Curriculum Vitae with the contact details of two non-related referees along with the supporting documents by email to careers@boc.lk, mentioning the post you have applied in the subject line of the email, to reach us on or before 28.11.2026.

Any application not meeting the above required eligibility criteria as at the closing date or received after the closing date or failure to provide *the relevant supporting documents to prove the fulfilment of the above eligibility criteria will be rejected / disqualified at any stage of the recruitment without any further notice.*

All prospective applicants are expected to read the Bank's "Personal Data Protection Notice for Recruitment," which is available on the Bank's website under HR Management page (https://www.boc.lk/hr-management) and acknowledge the same in the email when applying for the vacancy.

Deputy General Manager (Human Resource Operations)
Human Resource Division,
Bank of Ceylon,
Colombo 1.

- Any form of canvassing will lead to immediate disqualification.
- The Bank reserves the right to call only the short-listed candidates.
- The Bank reserves the right to postpone / cancel the recruitment.
- The Bank protects the privacy and confidentiality of your information as per the Personal Data Protection Policy of the Bank.

MEMBER SRI LANKA DEPOSIT INSURANCE SCHEME
OPERATING UNDER THE CENTRAL BANK OF SRI LANKA
Protecting Eligible Deposits up to Rs. 1.1 Mn per depositor

1975 BOC CALL CENTRE
www.boc.lk

AA+(lka) Fitch Ratings, Brand Rating: AAA (Brand Finance Lanka)
Bank of Ceylon is a Licensed Commercial Bank supervised by the Central Bank of Sri Lanka.
For suggestions/comments/complaints - https://www.boc.lk/contact

Head Office, BOC Square,
No.1, Bank of Ceylon Mawatha, Colombo 1.

BANK OF CEYLON
BOC
Bankers to the Nation