

VACANCIES



CREDIT INFORMATION BUREAU OF SRI LANKA

The Credit Information Bureau of Sri Lanka (CRIB) plays a pivotal role in the country's financial ecosystem by facilitating and enhancing credit flow and promoting credit inclusivity. This is achieved through the provision of timely and accurate credit information to licensed banks and financial institutions, thereby supporting informed lending decisions.

As part of our ongoing, technology-driven and innovation focused development roadmap aimed at broadening the Bureau's reach and impact within the financial sector, we are seeking to recruit dynamic and forward-thinking professional to join our team in the following capacity.

EXECUTIVE LEGAL – FIXED TERM CONTRACT

The Executive Legal will primarily be responsible for assisting the Legal Division in legal documentation, advisory functions, litigation coordination, and governance matters, ensuring that the operations of the Credit Information Bureau of Sri Lanka are conducted in full compliance with applicable laws, regulations, and regulatory directives, while achieving assigned goals and KPIs.

KEY RESPONSIBILITIES:

- Ensure that the assigned tasks are carried out in line with the applicable laws, including the Credit Information Bureau of Sri Lanka Act, No.18 of 1990 (as amended), Secured Transactions Act, Personal Data Protection Act, and other relevant regulations.
- Assist in preparing, reviewing, and drafting legal agreements, contracts, MOUs, NDAs, and correspondence.
- Assist in drafting and reviewing company policies, procedures.
- Support the provision and preparation of legal opinions on Bureau operations.
- Coordinate litigation, disputes, and regulatory inquiries with external legal counsel.
- Arrange representations before courts, law enforcement agencies, and statutory bodies.
- Ensure compliance with data protection, consumer protection, and financial sector regulations.
- Review legal aspects of new products, system enhancements, and data-sharing initiatives.
- Maintain accurate and up-to-date legal records.

QUALIFICATIONS & EXPERIENCE:

- Attorney-at-Law of the Supreme Court of Sri Lanka or equivalent.
- Bachelor of Laws (LL.B)
- Minimum of 2 years' working experience in a related field, in reputed organizations.

WORK PROFILE:

- The position holder will work under the supervision of the Manager – Legal and will involve coordination with internal departments, external legal counsel and other relevant stakeholders.

REMUNERATION

An attractive remuneration package in par with the market standards are on offer to the prospective candidates.

SELECTION

- Through interviews. The Bureau reserves the right to call only short-listed candidates.
- All information provided will be treated in a strict confidential.

You are strongly encouraged to carefully go through the Applicant Privacy Notice (which describes how and what type of personal data will be collected, why it is collected and to whom it will be shared or revealed) available on our official website (<https://www.crib.lk>) prior to applying for this vacancy. All information will be handled with the utmost confidentiality and will only be accessible to the parties as detailed in the Applicant Privacy Notice for this purpose.

Interested individuals are requested to forward an e-mail **quoting the position applied under subject of the email to vacancy@crib.lk** with a comprehensive Curriculum Vitae and contact details of two non-related referees within 7 days of the publication of the advertisement.

Canvassing in any form will be an immediate disqualification.

THE DIRECTOR / GENERAL MANAGER,
CREDIT INFORMATION BUREAU OF SRI LANKA,
No. 201, Sir James Peiris Mawatha, Colombo 02.