

SriLankan | Full time

# Group Legal Affairs Executive

Katunayake, Sri Lanka | Posted on 30/03/2026

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## Job Description

### Purpose:

Providing legal assistance to the Group Legal Affairs Department to protect the Group's interests from a legal and liability perspective.

### Key responsibilities:

- To obtain, collate and analyse information pertaining to claims, demands made by the Group, and/ or against the Group in Sri Lanka and overseas.
- To obtain, collate and analyse information pertaining to cases filed by or against the Group in Sri Lanka and overseas and prepare legal brief for external counsel, arrange, co-ordinate and attend consultations, attend courts when necessary and maintain records.
- To arrange proxies and other documents to be filed by the Group in litigation, comply with procedural requirements and deadlines applicable for litigation and apply and obtain proceedings, certified copies etc.
- To assist and support Group Legal Affairs Managers in the litigation handled by them.
- To review/draft contracts with the objective of protecting the best interests of the Group from a legal and liability perspective.
- Maintaining all executed agreements, amendments and other records pertaining to the aircraft fleet of the Company in a secure manner and attending to all other record keeping functioning of important documentation and maintaining, verifying and evaluating all existing record keeping systems of the Department to ensure that records are easily accessible when needed.

## Requirements

- An Attorney-at-Law of the Supreme Court of Sri Lanka with 2 years post qualifying work experience in litigation.

Age to be not more than 35 years as at 09th April 2026 which is the closing date.

Be a Sri Lankan Citizen.

Employment will be offered on fixed term contract.

Influencing will be a reflection of unsuitability.

We are an equal opportunity Organization.

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

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## Job Information

Division Name  
**Corporate Offices**

Date Opened  
**30/03/2026**

Application Closing Date  
**09/04/2026**

Job Type  
**Full time**

Industry  
**Legal**

City  
**Katunayake**

Province  
**Western**

Country  
**Sri Lanka**

Postal Code  
**11450**