



VACANCIES

The Office for National Unity and Reconciliation, established under Act No. 01 of 2024, is an institution functioning under the Ministry of Justice and National Integration. Applications are hereby invited from qualified persons for the following posts in the said office.

Designation	Approved Number of Posts	Service / Salary Code
Director General	01	HM 1-3
Director	03	HM 1-1
Secretary to the Board of Directors	01	MM 1-1
Deputy / Assistant Director	02	MM 1-1
Internal Auditor	01	JM 1-1
Administrative Officer	01	JM 1-1
Finance Officer	01	JM 1-1
Development Officer	16	MA 3
Management Assistant (Non – Technical)	10	MA 1-1
Driver	03	PL 3
Office Assistant	03	PL 1

Instructions for Applying:

- For all details, application forms, and general instructions regarding the above vacancies, please visit the official website of the Office for National Unity and Reconciliation: www.onur.gov.lk
- Duly completed application forms along with copies of relevant certificates should be submitted by registered post on or before **October 12, 2026**.
- When sending the application by registered post, the post applied for and the relevant reference number must be clearly stated on the top left-hand corner of the envelope.
- Duly completed applications, together with copies of relevant certificates, should be sent to the following address:

**Chairperson,
Office for National Unity and Reconciliation,
No. 40, 'R' Floor, Buthgamuwa Road, Rajagiriya.**

- Closing Date: **October 12, 2026**

**Chairperson
Office for National Unity and Reconciliation**



The Office for National Unity and Reconciliation is an institution established under Act No. 01 of 2024. Applications are invited from qualified individuals for the following vacancies at the office.

Office Assistant (K.K.S)

Number of positions: 03

Service category: **PL 1**

Nature of the position

- Carry out all duties required to maintain the cleanliness, hygiene, and sanitation of the office's internal and external premises.
- Perform duties relating to the institution's key management service, including opening and closing office sections at the designated times.
- Deliver official correspondence, files, registers, and other documents between sections, and collect and distribute stores and office supplies as required.
- Perform duties related to postal services.
- Provide general assistance to staff in the performance of their official duties.
- Perform any other duties assigned by the Director General or by any officer duly authorized by the Director General, in accordance with the operational requirements of the institution.

Qualifications

Having sat for the General Certificate of Education (Ordinary Level) Examination.

Age limit

Must be not less than 18 years and not more than 45 years of age.

Salary scale

PL 1 - 2025 Rs. (40,500 - 10 x 450 - 10 x 490 - 7 x 540 - 15 x 590 - 62,530)

(In accordance with Management Services Circular No. 01/2025 dated 25.03.2025)