



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**



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தேசிய ஒற்றுமை மற்றும் நல்லிணக்கத்திற்கான அலுவலகம்
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.

Management Assistant

Number of positions: 10

Service category: **MA 1-1**

Nature of the position

- Assist in record management and archival functions.
- Provide support for general administration and office operations.
- Assist in staff and human resource functions.
- Provide support for finance, internal audit, and accounting functions.
- Assist in data management systems, information technology operations, and progress review activities.
- Assist in inventory control and stores management.
- Perform any other duties assigned by the Director General, Staff Officers, or Administrative Officers.

Qualifications (Either 1 or 2 mentioned below)

(a) Having passed six (06) subjects in the General Certificate of Education (G.C.E.) Ordinary Level Examination in one sitting with Credit passes for at least four **(04)** subjects, including:

- (i) Sinhala / Tamil
- (ii) Mathematics
- (iii) English Language

(b) Having passed the General Certificate of Education (G.C.E.) Advanced Level Examination in at least three **(03)** subjects, excluding the General Common Test.

(c) Other Job-Specific Qualifications:

- Having successfully completed a course in the use of computer applications of not less than three (03) months duration.

Age limit

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

Salary scale

MA 1-1 - 2025 - Rs. (46,220 - 10 x 540 - 7 x 630 - 4 x 890 - 20 x 1,190 - 83,390)

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