



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.

Development Officer

Number of positions: 16

Service category: **MA 3**

Nature of the position

- Assist the Administrative Officer in organizing and coordinating the administrative functions of the institution.
- Process the leave-related functions of all officers of the institution.
- Handle all matters related to employee welfare facilities, gratuity, allowances, Employees' Provident Fund (EPF), and other employee benefits.
- Perform duties assigned by officers of the Programmes Division.
- Undertake departmental reorganization activities and introduce new administrative methods when necessary, and submit relevant proposals to senior management.
- Prepare all vouchers related to advances, reimbursements, settlements, and payments for programs organized by the institution; filing documents, writing minute-sheet entries, submitting them for recommendation and approval, and handing them over to the Accounts Division for further processing.
- Coordinate with District and Regional-level officers on matters relating to the institution and provide support for the implementation of planned programmes at the ground level.
- Prepare and issue internal correspondence requesting information from relevant divisions in response to audit queries; upon receipt of the required information, consolidate and file the documentation with the approval of the Deputy Director (Finance), arrange submission to the Department of the Auditor General, and maintain the relevant records and files.
- Perform other duties assigned by the Director General.

Qualifications (Either 1 or 2 mentioned below)

A Degree recognized by the University Grants Commission (UGC) in Public Administration / Peace and Conflict Resolution / Human Resource Management / Law / Sociology / Business Administration / Information Technology / Commerce / Financial Management / Business Management / International Relations, or in a subject field relevant to the post.

Age limit

Must be not less than 22 years and not more than 45 years of age.

Salary scale

MA 3 - 2025 – Rs. (53,940 - 10 x 800 - 11 x 1,190 - 10 x 1,320 - 5 x 1,350 - 94,980)

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