



## 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](http://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.

**Finance Officer**

**Number of posts : 01**

Service category : **JM 1-1**

**Nature of the position**

- Prepare and submit financial statements for audit in compliance with the Sri Lanka Public Sector Accounting Standards (SLPSAS).
- Provide replies to all audit queries, handle duties related to the Committee on Public Enterprises (COPE), and maintain the relevant books and records.
- Prepare, revise, and obtain approval for all financial plans (delegation of authority under F.R. 135, procurement plans).
- Examine and verify all receipts and payment vouchers, including payroll vouchers.
- Be responsible for the custody and management of the institution's safe.
- Review and verify bank reconciliation statements.
- Prepare and submit all reports required by the Inland Revenue Department in a timely and accurate manner.
- Prepare reports for submission to the Board of Directors and compile and submit various financial and administrative reports required by the Ministry.
- Act as the second authorized signatory for cheques.
- Oversee the day-to-day administration and office operations of the Finance Division.
- Maintain separate files for circulars issued by the Ministry of Public Administration, the General Treasury, and the Line Ministry.
- Perform other duties assigned by the Director General.

**Qualifications ( Either 1 or 2 mentioned below)**

1. A Degree recognized by the University Grants Commission (UGC) in Accountancy / Commerce / Business Administration, or in a subject field relevant to the post.

2. Having passed the Intermediate Examination of a recognized Chartered Professional Institute relevant to the subject scope of the post.

#### Age limit

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

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#### Salary scale

**JM 1-1 – 2025 - Rs. (72,650 - 10 x 1,360 - 18 x 2,040 - 122,970)**

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