



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.

Administrative Officer

Number of positions : 01

Service category : **JM 1-1**

Nature of the position

- Organize and supervise the administrative functions of the institution, and perform all duties related to employee disciplinary control.
- Supervise the leave-related functions of all officers of the institution.
- Oversee employee welfare facilities, gratuity, allowances, Employees' Provident Fund (EPF), and other employee benefits, and provide guidance to officers within the division.
- Allocate vehicles for official duties and manage fuel supplies for vehicles.
- Undertake departmental reorganization activities and introduce new administrative methods when necessary, and submit relevant proposals to senior management.
- Execute and enhance activities related to human resource development within the institution, and assist in formulating suitable policies for the institution.
- Be responsible for the institution's security and transport operations of the institution.
- Perform other duties assigned by the Director General.

Qualifications

A Degree recognized by the University Grants Commission (UGC) in Human Resource Management / Public Administration / Business Administration, 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

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)