



## 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**



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.

### Secretary to the Board of Directors

Number of positions : 01

Service category : MM 1-1

### Nature of the Position

- Provide professional secretarial and governance support to the Board of Directors, including planning and coordinating Board meetings in consultation with the Chairperson and Chief Executive Officer, preparing agendas, ensuring timely distribution of board documents, attending meetings, and accurately recording minutes and decisions.
- Ensure that the Board of Directors functions in accordance with government policies, Treasury regulations, and issued corporate governance guidelines.
- Maintain all statutory records, Board meeting minutes, resolutions, confidential documents, and other institutional records accurately; ensure their secure custody, preserve confidentiality, and make them available when required for authorized inspections and audits.
- Maintain a register of Board decisions, follow up with management on the implementation of agreed actions, report progress to the Board, and facilitate effective communication and coordination between the Board, management, the line ministry, the General Treasury, and other relevant stakeholders on governance matters.
- Prepare official correspondence and other documents as assigned by the Board of Directors.

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

1. Having taken oaths as an Attorney-at-Law of the Supreme Court;

and

At least one (01) year of post-qualifying experience in a subject field relevant to the post after taking oaths as an Attorney-at-Law of the Supreme Court.

2. A Degree recognized by the University Grants Commission (UGC) in Public Administration / Business Management / Law, or in a subject field relevant to the post

**and**

At least one (01) year of post-degree experience 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. The maximum age limit will not apply to internal applicants.

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#### Salary scale

**MM 1-1 - 2025 - Rs. ( 91,690 - 10 x 2,480 - 15 x 3,450 - 168,240)**

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