OFFICE FOR REPARATIONS – SRI LANKA

Invitation of Applications for the Post of

Assistant Director / Deputy Director – Finance (Position 01)

The Office for Reparations is established and functions in terms of the Office for Reparations Act No. 34 of 2018, with the mandate of providing reparations to persons aggrieved as a result of the armed conflict in the Northern and Eastern Provinces, political unrest, civil disturbance or enforced disappearance. The Five Members of the Office for Reparations are appointed by the President on the recommendation of the Constitutional Council and are supported by the Secretariat headed by the Director General (DG) / Chief Executive Officer (CEO) who is appointed by the Members.

The Secretariat of the Office is headed by the DG/CEO. Further information regarding the mandate, activities, and programmes of the Office may be obtained from its website: www.reparations.gov.lk

Applications are hereby invited from suitably qualified and experienced candidates for the position of Assistant Director / Deputy Director – Finance.

1. Job Description

The Assistant Director / Deputy Director – Finance. shall Function as Head of the Finance Division, providing strategic and operational leadership for all financial and accounting functions of the office. and shall be responsible for:

i. Function as Head the Finance Division, providing strategic and operational leadership for all financial, and accounting, functions of the Office.

ii. Oversee day-to-day financial operations, including accounting, payments, imprest management, and office logistics.

iii. Develop, implement, and continuously improve Finance and Procurement policies, procedures, and systems to ensure efficient and compliant operations as per the government rules and regulations.

iv. Ensure that imprests, advances, and other financial allocations are properly accounted for and reconciled in a timely manner.

v. Monitor expenditure regularly against approved budgets, ensuring financial discipline and compliance with government financial regulations.

vi. Provide financial management advice, monitoring institutional finances, and controlling payments to ensure transparency, accuracy, and accountability.

vii. Oversee stores, inventory control, and logistics functions, ensuring proper documentation, storage, and utilization of resources.

viii. Review and update policies related to Finance, Accounting, Procurement, and Logistics to ensure alignment with government regulations and institutional objectives.

ix. Assist the Director General in planning, coordinating, and executing financial and procurement strategies, ensuring smooth and effective operations.

x. Perform any other duties assigned by the, Chaiman and the Board, Director General consistent with the mandate and objectives of the Office.

2. Educational and Professional Qualifications

External Candidates (1 or 2 below)

1. A Degree in Accounting, Finance, Commerce, Business Administration or any other field relevant to the subject area of the post, which is recognized by the University Grants Commission,

And

A minimum of one-year post qualifying experience in the relevant field to the Post, after obtaining the first degree.

2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, in which the subject area is relevant to the post.

And

A minimum of one-year post qualifying experience in the relevant field to the post.

Internal Candidates: (1 or 2 below)

1. Having obtained the qualifications required by the external candidates mentioned above.

2. Completion of a minimum of five (05) years satisfactory service in a post in the Junior Manager (JM) Category, in the subject area relevant to the post.

3. Age

Age should be not less than 22 years and not more than 45 years as of the application closing date. (The upper age limit will not be applicable to the internal candidates.)

4. Nature of Appointment:

Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.

5. Salary Scale:

MM I-I - 2025 Rs. [91,690 - 10 x 2,480 - 15 x 3,450 168,240] (According to the MSD Circular No.01/2025 dated on 25.03.2025)

6. Selection Criteria:

Selection will be made through a Structured Interview. The final decision in respect of recruitment shall rest solely with the Office for Reparations Board, which reserves the right to take the final decision relating to selection.

7. Submission of Applications /CV

- Applicants should forward a comprehensive Curriculum Vitae (CV) with a Cover Letter **to reach the Office on or before 30th November 2026** in one of the following methods.
    - By email to **info@reparations.gov.lk** with the subject as 'Application for the Post of Assistant Director / Deputy Director – Finance'

- By registered post (to receive before **30th November 2026)** addressed to: **The Chairperson, Office for Reparations, (First Floor) No. 40, Buthgamuwa Road, Rajagiriya.** The post applied for should be stated in upper left corner of the envelope

- Hand-deliver in a sealed envelope to **Mr.A.Arun Pradeepan, Assistant Director/ Administration at the Office for Reparations.** The post applied for should be stated in the upper left corner of the envelope.

- The CV should have two non-related referees.

- Applicants currently serving in the public service should forward their CV through the Head of their Institution.

- Applications received after the closing date will not be considered.

Chairperson,
Office for Reparations
No.40, Buthgamuwa road,
Rajagiriya.