

**PRESIDENTIAL SECRETARIAT**

**INTERIM SECRETARIAT FOR TRUTH AND RECONCILIATION MECHANISM**

***Vacancies***

Applications are called from Sri Lankan citizens for vacancies in the Interim Secretariat for Truth and Reconciliation Mechanism established by Cabinet Decision under the Presidential Secretariat.

The Interim Secretariat is entrusted with the responsibility for carrying out activities in preparation for the formal commencement of the proposed Truth and Reconciliation Mechanism. These activities include the formulation of necessary processes and mechanisms for the operation of the Truth and Reconciliation Mechanism, drafting of necessary rules and regulations, identification of technical assistance required etc.

Self - motivated and committed individuals with professional skills in legal, policy, public relations and information communication technology disciplines, are well as necessary attributes may apply for the following positions.

***1. Head of Division (Legal and Policy) - full time basis***

***Required Qualifications and Experiences***

- Attorney at law with LLM
- Recognized postgraduate qualifications in Human Rights Law, Public International Law, International Relations, Public Policy, Peace Studies, Social Sciences or related field
- 15-20 years of experience in the relevant sector
- A proven track record of research and publications

***Remuneration***

Rs 350,000/= (all inclusive)\*

***2. Head of Division (IT) - part time basis***

***Required Qualifications and Experiences***

- Recognized postgraduate qualification in Information Technology, Computer Science or related field
- 10 Years of experience in the relevant sector
- A proven track record in IT infrastructure and systems development

***Remuneration***

Rs 190,000/= (all inclusive)\*

### **3. Head of Division (Public Relations) - part time basis**

#### **Required Qualifications and Experiences**

- Recognized postgraduate qualification in International Relations, Journalism, Communication, Public Relations
- Minimum 10 years of experience in Public Relations or a related field

#### **Remuneration**

Rs 190,000/= (all inclusive)\*

### **4. Senior Executive (Legal) - full time basis**

#### **Required Qualifications and Experiences**

- Attorney-at-Law
- Recognized postgraduate qualification in Law, Public Policy, International Relations
- Minimum 5 years of experience in the relevant sector

#### **Remuneration**

Rs 250,000/= (all inclusive)\*

### **5. Senior Executive (Legal) - part time basis**

#### **Required Qualifications and Experiences**

- Attorney-at-Law
- Recognized postgraduate qualification in Law, Public Policy, International Relations
- Minimum 5 years of experience in the relevant sector

#### **Remuneration**

Rs 175,000/= (all inclusive)\*

### **6. Senior Executive (Policy) - full time basis**

#### **Required Qualifications and Experiences**

- Recognized postgraduate qualification in Public Policy, Peace Studies, Social Sciences or related field
- Minimum 5 years of experience in the relevant sector
- A proven track record of research and publications

#### **Remuneration**

Rs 250,000/= (all inclusive) \*

### **7. Senior Executive (Policy) - part time basis**

#### **Required Qualifications and Experiences**

- Recognized postgraduate qualification in Public Policy, Peace Studies, Social Sciences or related field
- Minimum 5 years of experience in the relevant sector
- A proven track record of research and publications

#### **Remuneration**

Rs 175,000/= (all inclusive) \*

### **8. Executive (Public Relations) - full time basis**

#### **Required Qualifications and Experiences**

- Recognized degree in International Relations, Journalism, Communication, public relations, marketing
- Minimum 3 years of experience in the relevant sector
- Expert knowledge in English and proficiency in one or both of the local languages (Sinhala or Tamil)

#### **Remuneration**

Rs 235,000/= (all inclusive) \*

### **9. Executive (Public Relations) - part time basis**

#### **Required Qualifications and Experiences**

- Recognized degree in International Relations, Journalism, Communication, public relations, marketing
- Minimum 3 years of experience in the relevant sector
- Expert knowledge in English and proficiency in one or both of the local languages (Sinhala or Tamil)

#### **Remuneration**

Rs 160,000/= (all inclusive) \*

### **10. Executive (IT) - part time basis**

#### **Required Qualifications and Experiences**

- Recognized degree in Information Technology, Computer Science or a related field
- Minimum 3 years of relevant experience in the relevant sector

#### **Remuneration**

Rs160,000/= (all inclusive) \*

\*Includes all allowances such as vehicle, fuel and telephone.

## **General Requirements**

- Strong analytical capabilities, research and report writing skills, language proficiency, planning skills, ability to manage time effectively and adhere to deadlines, capacity to communicate effectively with different stakeholders, computer skills are required.

## **Application Process**

- Please forward the CV along with contact details on or before 24 July, 2023 to the following e mail address. [ead@presidentsoffice.lk](mailto:ead@presidentsoffice.lk)
- Please state Subject Title of the e mail as "**Application for Interim Secretariat**"
- Only the applicants possessing minimum advertised qualifications and attributes will be shortlisted for preliminary interviews.
- Decision of Secretary to the President will be final and conclusive.

Presidential Secretariat  
Galle Face  
Colombo 01