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THE OFFICE ON MISSING PERSONS

VACANCIES

- The Office on Missing Persons (OMP), established by the Office on Missing Persons (Establishment, Administration and Discharge of Functions) Act. No: 14 of 2016 is an Institution.
- Applications are invited from suitable qualified persons for the following vacancies in the Office on Missing Persons.

HEAD OF PROTECTION (Position 01)

HM 1-1

Job Summary : Attend to the Duties and Responsibilities of overseeing the protection units of regional offices on missing persons and developing strategies for the protection of victims and witnesses, including formal protection procedures and practices related to witnesses and victims.

Qualifications : A Bachelor's Degree In law / peace & conflict resolution / political science / social science which is recognized by the U.G.C **WITH** a postgraduate Degree qualification (masters) in a relevant field / human rights **AND** minimum of 12 years' experience at a 'managerial Level' in a corporation, statutory Board / institution or a reputed private institution.

Age: Should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the candidates who are already in the permanent posts in the government service.

Salary Scale: Rs. 80,295 – 15x 2,270 – 114,345/-

Entitled to a vehicle allowance and a fuel allowance and other applicable institutional allowances.

HEAD OF VICTIM AND FAMILY SUPPORT (Position 01)

HM 1-1

Job Summary: Attend to the Duties and Responsibilities of the Victim and Family Support Unit and preparing relevant strategic procedures and preparing and developing a referral system to specialists, leading and performing the tasks of strategic planning and review for psychosocial support and community service activities of the Office on Missing Persons.

Qualifications : A Bachelor's Degree in psychology / Counseling & Psychology / Philosophy & Psychology / Social Science / Peace and Conflict Resolution which is recognized by the U.G.C **WITH** a postgraduate degree qualification (Masters`) in a relevant field **AND** minimum of 12 years' experience at a "Managerial level" in a corporation, statutory Board/ institution or a reputed Private Institution.

Age: Should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the candidates who are already in the permanent posts in the Government Service.

Salary Scale: Rs.80,295 – 15 x 2,270 – 114,345/-

Entitled to a vehicle allowance and a fuel allowance and other applicable institutional allowances.

HEAD OF TRACING UNIT (Position 01)**HM 1-1**

Job Summary : Attend to the Duties and Responsibilities for planning and establishing the Tracing and Investigation unit attending to the duties and including providing technical support for examines, forensic investigations and related data management activities and maintaining close cooperation with relevant units and other External Institutions.

Qualifications : A Bachelor's Degree in Law/ Criminology/ Social science which is recognized by the U.G.C **WITH** a Postgraduate Degree qualification (Masters') in a relevant field / Human Rights **AND** minimum of 12 years' experience at a " Managerial Level" in a Corporation, Statuary Board / Institution or a reputed Privet Institution.

Age: Should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the candidates who are already in the permanent posts in the Government Service.

Salary Scale: Rs. 80,295 – 15 x 2,270 – 114,345/-

Entitled to a vehicle allowance and a fuel allowance and other applicable institutional allowances.

HEAD OF HUMAN RESOURCES AND ADMINISTRATION (Position 01)**HM 1-1**

Job Summary : Attend to the Duties and Responsibilities of Human resources and Administration Division as well as preparing human resources and administrative policies, systems and procedures and carrying out the necessary activities to carry out all administrative and human resources activities.

Qualifications : A Bachelor's Degree in Human Recourse Management/ Public Management/ Public Administration/ Management which is recognized by the U.G.C **WITH** a Postgraduate Degree qualification (Masters') in a relevant field or Associate Membership of a recognized professional Chartered Institute which is relevant the subject area of the post. **AND** minimum of 13 years' experience at a " Managerial Level" in a Corporation, Statuary Board / Institution or a reputed private institution.

Age: Should be not less than 35 years and not more than 55 years.

Salary Scale: Rs. 80,295 – 15 x 2,270 – 114,345/-

Entitled to a vehicle allowance and a fuel allowance and other applicable institutional allowances.

SECRETARY TO THE BOARD/ SENIOR LEGAL OFFICER (Position 01)**MM 1-1**

Job Summary : Attend to the Duties and Responsibilities of work as the Board Secretary of the Office on Missing Persons

Qualifications : A Degree in Law which is recognized by the U.G.C **WITH** Attorney-at-Law **AND** A minimum one (01) year post qualifying experience in the relevant field to the post, after obtaining the first degree/oaths

Age: Should be not less than 22 years and not more than 45 years.

Salary Scale: Rs. 53,175 – 10 x 1,375 – 15 x1,910 – 95,575/-

SENIOR PSYCHOSOCIAL OFFICER (Position 01)

MM 1-1

Job Summary: Attend to the Duties and Responsibilities of the Senior Psychosocial Officer and Provide necessary support to the office to design and implement strategies for the psychosocial needs of family members of missing persons and those involved in missing persons work.

Qualifications: A Degree in Psychology/ Counseling & Psychology/ Social Science which is recognized by the U.G.C

AND

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

Age: Should be not less than 22 years and not more than 45 years.

Salary Scale: Rs. 53,175 – 10 x 1,375 – 15 x1,910 – 95,575/-

SENIOR PROTECTION OFFICER (Position 02)

MM 1-1

Job Summary : Attend to the Duties and Responsibilities of the Head of the unit in carrying out the functions of the unit including planning of systems and processes for the protection of victims, witnesses and the staff of the Office on Missing Persons.

Qualifications : A Degree in Human Rights/ Law/ Social Science/ Psychology/ Counselling which is recognized by the U.G.C

AND

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

Age: Should be not less than 22 years and not more than 45 years.

Salary Scale: Rs. 53,175 – 10 x 1,375 – 15 x1,910 – 95,575/-

SENIOR DATA ANALYST (Position 01)**MM 1-1**

Job Summary : Attend to the Duties and Responsibilities of Develop and maintain data collection methods, data analysis and other strategies that improve the efficiency and status of statistics in the Data Management division of the Office of Missing Persons.

Qualifications :

1. A Degree in Information Technology/ Computer Science/ Mathematics/ Statistics which is recognized by the U.G.C

AND

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

2. Having obtained a certificate of proficiency relevant to the field of ICT not below than the National Vocational Qualification Level, issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission

AND

A minimum of one year post qualifying experience in the relevant field on Public Service, a Corporation, Statutory Board/ Institution or a reputed Private Institution,

Age: Should be not less than 22 years and not more than 45 years.

Salary Scale: Rs. 53,175 – 10 x 1,375 – 15 x1,910 – 95,575/-

SENIOR INVESTIGATION OFFICER (Position 02)**MM 1-1**

Job Summary: Attend to the Duties and Responsibilities of investigations and other related activities for the search of missing persons, which are functions carried out by the Tracing and Investigation Unit.

Qualifications : A Degree in Law/ History/ Political Science/ Anthropology/ Criminology/ which is recognized by the U.G.C.

AND

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

Age: Should be not less than 22 years and not more than 45 years.

Salary Scale: Rs. 53,175 – 10 x 1,375 – 15 x1,910 – 95,575/-

Job Summary : Attend to the Duties and Responsibilities of to examine the financial records of the Office of Missing Persons and its regional offices and to ensure that its functions are carried out in accordance with accepted operational procedures and to report thereon and to introduce and maintain procedures necessary to maintain financial management discipline.

Qualifications :

1. A Degree in Accounting/ Finance/ Commerce which is recognized by the U. G. C.

AND

A minimum 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 (CIMA/ACCA/ICA) or full qualification in CMA

AND

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

3. Higher National Diploma in Accountancy (HNDA)

AND

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

Age: Should be not less than 22 years and not more than 45 years.

Salary Scale: Rs. 53,175 – 10 x 1,375 – 15 x 1,910 – 95,575/-

Note : Officers with the above qualifications who are already working in a Government / Semi Government Institution will also be considered for posting on secondment basis.

Job Summary : Attend to the Duties and Responsibilities of the Head of Legal, Policy and Research to provide leadership and guidance in formulating strategies for the necessary legal, policy and research interventions for the Office of Missing Persons and perform such functions.

Qualifications : A LLB Degree which is recognized by the UGC with Attorney-at-Law

Age: Should be not less than 22 years and not more than 45 years.

Salary Scale: Rs. 42,600 – 10 x 755 – 18 x 1,135 – 70,580/-

RESEARCH OFFICER (Position 02)**JM 1-1**

Job Summary : Attend to the Duties and Responsibilities of the work of the research unit of the Office on Missing Persons.

Qualifications : A Degree in Law/ Social Science/ Criminology which is recognized by the U.G.C.

Age: Should be not less than 22 years and not more than 45 years.

Salary Scale: Rs. 42,600 – 10 x 755 – 18 x 1,135 – 70,580/-

Note : Officers with the above qualifications who are already working in a Government / Semi Government Institution will also be considered for posting on secondment basis.

INVESTIGATION OFFICER (Position 05)**JM 1-1**

Job Summary : Attend to the Duties and Responsibilities of the Duties and Responsibilities of the work of the relevant unit of the Office on Missing Persons in relation to investigations, inquiries and tracing of the Missing and disappeared.

Qualifications : A Degree in Law/ History/ Political Science/ Anthropology/ Criminology/ Social Science which is recognized by the U.G.C.

Age: Should be not less than 22 years and not more than 45 years.

Salary Scale: Rs. 42,600 – 10 x 755 – 18 x 1,135 – 70,580/-

VICTIM AND FAMILY SUPPORT OFFICER (Position 06)**JM 1-1**

Job Summary : Attend to the Duties and Responsibilities of to carry out the functions of the Victim and Family Support Unit to ensure victim-centered approaches to all support and services provided by the Office of the OMP to the families of missing and disappeared persons, including strengthening and maintaining a gender-sensitive environment .

Qualifications : A Degree in Human Rights/ Psychology/ Counseling & Psychology/ Social Science which is recognized by the U.G.C.

Age: Should be not less than 22 years and not more than 45 years.

Salary Scale: Rs. 42,600 – 10 x 755 – 18 x 1,135 – 70,580/-

Job Summary : To assist the Chairman and ED by performing all secretarial functions.

Qualifications :

- a) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including,
 - i. Sinhala/ Tamil
 - ii. English language
 - iii. Mathematics
- b) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.
- c) Diploma in Human Resources Management/ Secretarial/ Administrative Studies will be an added advantage.

Age: Should be not less than 18 years and not more than 45 years.

Salary Scale: Rs. 27,910 – 10 x 300 – 7 x 350– 4 x 495 – 20 x 660 – 48,540/-

Note : Officers with the above qualifications who are already working in a Government / Semi Government Institution will also be considered for posting on secondment basis.

Applicable for all above vacancies

- Every applicant
 - ✓ Should be a citizen of Sri Lanka
 - ✓ Should be physically and mentally fit to discharge the duties of the post well.
 - ✓ Should be able to serve in any part of the Island.
 - ✓ Should be of excellent moral character.
- Computer literacy is an added qualification.
- Should complete the application form provided by us.
- If a person is already employed in the Government Sector or a Semi- Government Sector, the application should be submitted through the Head of the relevant institution or department.
- The post applied for should be mentioned in the upper left-hand corner of the application envelope.
- Applicants must have completed all the qualifications by the last date of receipt of applications.
- The short-listed applicants will be selected on the basis of high score obtained in a structured interview conducted by an interview panel appointed by the Board of Directors.
- These posts are permanent and contribute to Employees' Provident Fund and Employees' Trust Fund.
- Applications, along with copies of relevant certificates, are requested to be sent through registered post or by hand to the **Executive Director, Office on Missing Persons, No. 40, 03rd Floor, Buthgamuwa Road, Rajagiriya** before 20 August 2023.



Mahesh Katulanda (AAL)
Chairman
Office on Missing Persons