

Job Summary : Attend to the duties and Responsibilities of the functions/ activities under the supervision and guidance of the authorized officer and facilitate/ support/ supplement the discharging of duties of the Managerial, Administrative and Executive Grades of the organization.

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.

Age: Should be not less than 18 years and not more than 50 years.

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

***Note:** Eligible/ qualified candidate will be considered for appointment at the OMP on transfer/ Secondment/ Contract basis as provided for in the Establishment Code.



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காணாமல் லோன ஆட்கள் லற்றிய அலுவலகம்
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 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 prepare 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 state sector, 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 candidates who are already in the permanent posts in the Government / Semi Government/ Corporation sector.

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/ Senior legal officer 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 as a Board Secretary, after obtaining the first degree/oaths

Age: Should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates

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

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 28 March 2024.

Mahesh Katulanda (AAL)
Chairman
Office on Missing Persons