



தமிழக அரசாங்கம் நீதி அமைச்சு MINISTRY OF JUSTICE

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தேசிய ஒற்றுமை மற்றும் நல்லிணக்கத்திற்கான அலுவலகம்
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.

Deputy / Assistant Director

Number of positions: 02

Service Category: **MM 1-1**

Nature of the position

1. Deputy / Assistant Director (Policy Development, Training & Awareness, Capacity Building, Planning, Monitoring and Evaluation)

- Activities related to the formulation, implementation, follow-up, and monitoring of the National Policy on Coexistence and Reconciliation.
- Update and revise existing policies in accordance with current requirements.
- Identify practical issues arising during policy implementation and proposing solutions.
- Formulate evidence-based policies by gathering data and conducting research in the relevant subject scope.
- Identify training requirements for institutional staff or target groups.
- Organize and conducting workshops, conferences, and awareness programs.
- Prepare training manuals, presentations, and educational materials.
- Develop long-term programs to enhance the skills and attitudes of officers.
- Provide necessary technical and managerial support to improve the effectiveness of institutional structures and processes.
- Assist in preparing timeframes and budget estimates for projects.
- Provide quality control, progress monitoring, and facilitation during project and program implementation.
- Assist in the monitoring and evaluation of field-level programs and projects.
- Work collaboratively with ministries, departments, and institutions working toward national unity and reconciliation, and assisting management in identifying and resolving inter-ministerial and departmental issues.

- Identify and coordinate with Resource Persons.
- Evaluate the success of implemented training programs and preparing progress reports.
- Perform other duties assigned by the Director General.

2. **Deputy / Assistant Director (Coexistence, Reconciliation and Socio-Economic)**

- Identify and formulate programs and projects related to arts, culture, conflict mediation, social cohesion, media, and communication to establish and promote national unity and reconciliation.
- Implement projects and identify appropriate implementing agencies to delegate tasks.
- Prepare timeframes and budget estimates for identified projects.
- Provide quality control, progress monitoring, and facilitation during project and program implementation.
- Coordinate with state institutions and other stakeholders for relevant activities.
- Assist the Chairperson, Director General, and Directors in program and project implementation.
- Perform other duties assigned by the Director General.

3. **Deputy / Assistant Director (Media, Public Relations, Art and Culture)**

- Coordinate media divisions during public awareness programs.
- Assist the Chairman, Director General, and Directors in program and project implementation.
- Implement Information Technology and digital facilitation activities and programs.
- **Issue Press Releases:** Draft and issue press releases to newspapers, radio, and television channels regarding special institutional events, decisions, and achievements.
- **Social Media Management:** Update the institution's Facebook, X and website, and respond to public feedback and inquiries.
- **Organize Media Briefings:** Invite journalists and organize press briefings and interviews during special occasions.
- **Media Monitoring:** Monitor news published in the media regarding the institution and providing clarifications or corrections when necessary.
- Identifying and formulating programs and projects related to arts, culture, conflict mediation, social cohesion, media, and communication to establish and promote national unity and reconciliation.

- Implement projects and identify appropriate implementing agencies to delegate tasks.
- Prepare timeframes and budget estimates for identified projects.
- Perform other duties assigned by the Director General.

4. Deputy / Assistant Director (Education, Research, Studies and Human Rights)

- Identify and formulate programs and projects related to the education sector to establish and promote national unity and reconciliation.
- Implement projects and identify appropriate implementing agencies to delegate tasks.
- Prepare timeframes and budget estimates for identified projects.
- Provide quality control, progress monitoring, and facilitation during project and program implementation.
- Coordinate with state institutions and other stakeholders for relevant activities.
- Conduct practical research and data collection to identify educational and social issues.
- Analyse collected data and prepare research papers and policy reports.
- Conduct public awareness programs on human rights, legal literacy, and democratic values
- Monitor incidents of human rights violations and forwarding reports to relevant authorities.
- Coordinate the provision of legal and counseling services for victims of injustice.
- Constantly stay updated on national and international human rights conventions
- Assist the Chairperson, Director General, and Directors in program and project implementation.
- Perform other duties assigned by the Director General.

5. Deputy / Assistant Director (Information Technology and Digital Facilitation)

- Be responsible for implementing the EWER system.
- Introduce digital systems for document and data management.
- Provide training to institutional employees on using new software and digital tools.
- Assist employees with technical issues arising during system usage.
- Facilitate the delivery of public services provided by the institution via websites or mobile applications.

- Regularly back up important data and manage cloud-based storage.
- Coordinate the proper maintenance and repair of computers, printers, and other IT equipment.
- Implement IT and digital facilitation activities and programs.
- Perform other duties assigned by the Director General.

6. Deputy / Assistant Director (Finance and Administration)

- Assist the Director in the efficient management and formulation of overall procedures and structures of the Accounts and Administration Division of the Office for National Unity and Reconciliation.
- Assist the Director in setting up administrative procedures of the institution and maintaining them systematically.
- Assist the Director in preparing annual financial plans and informing department heads about new trends in relevant fields.
- Coordinate accounting and financial activities with relevant state institutions, obtain financial advice, implement them, and inform the management accordingly.
- Manage all financial resources received by the institution and implement income and expenditure control mechanisms.
- Take necessary actions to maintain and control ledger accounts and bank accounts.
- Call for quotations with the approval of the Chairperson / Director General and Procurement Committees.
- Coordinate with Technical Evaluation Committee and Procurement Committee.
- Handle audit queries and submit required information to the Audit and Management Committee of the Ministry.
- Prepare final account reports and submit them to the Auditor General.
- Perform other duties assigned by the Director General.

Qualifications

1. Deputy / Assistant Director (Policy Development, Training & Awareness, Capacity Building, Planning, Monitoring and Evaluation)

A Degree recognized by the University Grants Commission (UGC) in Public Administration / Peace and Conflict Resolution / Human Resource Management / Law / Sociology / International Relations or 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.

2. Deputy / Assistant Director (Coexistence, Reconciliation and Socio-Economic

A Degree recognized by the University Grants Commission (UGC) in Public Administration / Peace and Conflict Resolution / Human Resource Management / Law / Sociology / International Relations or 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.

3. Deputy / Assistant Director (Media, Public Relations, Art and Culture)

A Degree recognized by the University Grants Commission (UGC) in Mass Communication / Public Administration / Peace and Conflict Resolution / Human Resource Management / Sociology / International Relations or 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.

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4. Deputy / Assistant Director (Education, Research, Studies and Human Rights)

A Degree recognized by the University Grants Commission (UGC) in Public Administration / Peace and Conflict Resolution / Human Resource Management / Law / Sociology / Business Administration / International Relations / Statistics or 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.

5. Deputy / Assistant Director (Information Technology and Digital Facilitation)

A Degree recognized by the University Grants Commission (UGC) in Information Technology, Information and Communication Technology, Computer Science, or 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

6. Deputy / Assistant Director (Finance and Administration)

A Degree recognized by the University Grants Commission (UGC) in Accountancy / Commerce / Accounting / Public Administration / Human Resource Management / Business Management / Business Administration or 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.

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)

