



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.

Administrative Officer

Number of positions : 01

Service category : **JM 1-1**

Nature of the position

- Organize and supervise the administrative functions of the institution, and perform all duties related to employee disciplinary control.
- Supervise the leave-related functions of all officers of the institution.
- Oversee employee welfare facilities, gratuity, allowances, Employees' Provident Fund (EPF), and other employee benefits, and provide guidance to officers within the division.
- Allocate vehicles for official duties and manage fuel supplies for vehicles.
- Undertake departmental reorganization activities and introduce new administrative methods when necessary, and submit relevant proposals to senior management.
- Execute and enhance activities related to human resource development within the institution, and assist in formulating suitable policies for the institution.
- Be responsible for the institution's security and transport operations of the institution.
- Perform other duties assigned by the Director General.

Qualifications

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

Salary scale

JM 1-1 – 2025 - Rs. (72,650 - 10 x 1,360 - 18 x 2,040 - 122,970)

(In accordance with Management Services Circular No. 01/2025 dated 25.03.2025)