



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.

Secretary to the Board of Directors

Number of positions : 01

Service category : MM 1-1

Nature of the Position

- Provide professional secretarial and governance support to the Board of Directors, including planning and coordinating Board meetings in consultation with the Chairperson and Chief Executive Officer, preparing agendas, ensuring timely distribution of board documents, attending meetings, and accurately recording minutes and decisions.
- Ensure that the Board of Directors functions in accordance with government policies, Treasury regulations, and issued corporate governance guidelines.
- Maintain all statutory records, Board meeting minutes, resolutions, confidential documents, and other institutional records accurately; ensure their secure custody, preserve confidentiality, and make them available when required for authorized inspections and audits.
- Maintain a register of Board decisions, follow up with management on the implementation of agreed actions, report progress to the Board, and facilitate effective communication and coordination between the Board, management, the line ministry, the General Treasury, and other relevant stakeholders on governance matters.
- Prepare official correspondence and other documents as assigned by the Board of Directors.

Qualifications (Either 1 or 2 mentioned below)

1. Having taken oaths as an Attorney-at-Law of the Supreme Court;

and

At least one (01) year of post-qualifying experience in a subject field relevant to the post after taking oaths as an Attorney-at-Law of the Supreme Court.

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