



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.

Development Officer

Number of positions: 16

Service category: **MA 3**

Nature of the position

- Assist the Administrative Officer in organizing and coordinating the administrative functions of the institution.
- Process the leave-related functions of all officers of the institution.
- Handle all matters related to employee welfare facilities, gratuity, allowances, Employees' Provident Fund (EPF), and other employee benefits.
- Perform duties assigned by officers of the Programmes Division.
- Undertake departmental reorganization activities and introduce new administrative methods when necessary, and submit relevant proposals to senior management.
- Prepare all vouchers related to advances, reimbursements, settlements, and payments for programs organized by the institution; filing documents, writing minute-sheet entries, submitting them for recommendation and approval, and handing them over to the Accounts Division for further processing.
- Coordinate with District and Regional-level officers on matters relating to the institution and provide support for the implementation of planned programmes at the ground level.
- Prepare and issue internal correspondence requesting information from relevant divisions in response to audit queries; upon receipt of the required information, consolidate and file the documentation with the approval of the Deputy Director (Finance), arrange submission to the Department of the Auditor General, and maintain the relevant records and files.
- Perform other duties assigned by the Director General.

Qualifications (Either 1 or 2 mentioned below)

A Degree recognized by the University Grants Commission (UGC) in Public Administration / Peace and Conflict Resolution / Human Resource Management / Law / Sociology / Business Administration / Information Technology / Commerce / Financial Management / Business Management / International Relations, 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

MA 3 - 2025 – Rs. (53,940 - 10 x 800 - 11 x 1,190 - 10 x 1,320 - 5 x 1,350 - 94,980)

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