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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.

Director

Number of positions : 03

Service category : **HM 1-1**

- ☐ Director (Programs)
- ☐ Director (Planning)
- ☐ Director (Finance and Administration)

Nature of the Position

The senior management and executive functions specifically delegated among the tasks to be performed by executive officer of the institution, as assigned to the institution under the Act by which it was established.

1. Director (Programs) -

- Implement and maintain the National Unity mechanism and all ancillary activities; identify and implement programs and projects to foster national unity.
- Develop and maintain the Early Warning System.
- Identify and implement programs and projects to establish and promote national unity and reconciliation.
- Encourage the understanding and appreciation of each other's customs and practices by collaboratively celebrating major religious festivals of all ethnic groups.
- Identify barriers affecting national unity and reconciliation and advise management on appropriate policy interventions.
- Perform other duties assigned by the Director General.

2. Director (Planning)–

- Prepare timeframes and budget estimates for projects.
- Assist in quality control, progress monitoring, and facilitation during project and program implementation.
- Identify barriers affecting national unity and reconciliation and advise management on appropriate policy interventions.
- Monitor and evaluate programs and projects implemented at field level.
- 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.
- Perform other duties assigned by the Director General

3. **Director (Finance and Administration)** –

- Efficiently manage the Accounts and Administration Departments of the Office for National Unity and Reconciliation, and formulate overall methodologies and structures.
- Establish and systematically maintain the administrative setups of the institution.
- Prepare annual financial plans and keep departmental heads informed of new developments in the relevant fields.
- Coordinate financial matters with relevant government institutions, obtain financial guidance, implement such guidance, and advise management accordingly.
- Manage all financial resources of the institution and introduce effective income and expenditure control systems.
- Serve as the institution's Paying Officer and assume responsibility for financial management.
- Coordinate with the Line Ministry and the Treasury to obtain funding.
- Submit expenditure reports to the Line Ministry and the Treasury.
- Maintain and control ledger accounts and bank accounts.
- Invite quotations and supervise procurement activities with the approval of the Chairman/Director General and the Procurement Committee.
- Coordinate with the Technical Evaluation Committee and Procurement Committee.
- Handle audit queries and submit required information to the Audit and Management Committee of the Ministry.
- Prepare final accounts and submit them to the Auditor General.
- Perform other duties assigned by the Director General

External applicants :-

(a) Director (Programs)

01. A Degree recognized by the University Grants Commission (UGC) in Peace and Conflict Resolution / Sociology / Law / International Relations, or in a subject field relevant to the post;

with

A Postgraduate Degree (Masters) in Peace and Conflict Resolution / Sociology / Law / International Relations, or in a relevant subject field;

and

At least fifteen (12) years of post-degree experience in a "Managerial Level" post in the relevant field within the Government, a State Corporation, Board, Statutory Body, or a recognized Private institution.

(b) Director (Planning)

01. A Degree recognized by the University Grants Commission (UGC) in Public Administration / Peace and Conflict Resolution / Human Resource Management / Business Management / Sociology / Law / Business Administration / International Relations, or in a subject field relevant to the post;

with

A Postgraduate Degree (Masters) in Public Administration / Peace and Conflict Resolution / Human Resource Management / Business Management / Sociology / Law / Business Administration / International Relations, or in a relevant subject field;

and

At least fifteen (12) years of post-degree experience in a "Managerial Level" post in the relevant field within the Government, a State Corporation, Board, Statutory Body, or a recognized Private institution.

External applicants - (1 or 2 mentioned below)

(c) Director (Finance and Administration)

01. A Degree recognized by the University Grants Commission (UGC) in Accountancy / Commerce / Accounting / Public Administration / Human Resource Management / Business Management / Business Administration, or in a subject field relevant to the post

with

A Postgraduate Degree (Masters) in Accountancy / Commerce / Accounting / Public Administration / Human Resource Management / Business Management / Business Administration, or in a relevant subject field

and

At least twelve (12) years of post-degree experience in a "Managerial Level" post in the relevant field within the Government, a State Corporation, Board, Statutory Body, or a recognized Private institution.

02. Full membership of a recognized Chartered Professional Institute relevant to the subject scope of the position

and

At least fifteen (12) years of post-degree experience in a "Managerial Level" post in the relevant field within the Government, a State Corporation, Board, Statutory Body, or a recognized Private institution.

Age Limit

Must be not less than 35 years and not more than 55 years of age.

Salary scale

HM 1-1 – 2025 - Rs. (140,640 - 15 x 4,100 - 202,140)

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