



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.

Internal Audit Officer

Number of Positions : 01

Service category : **JM 1-1**

Nature of the position

- Prepare and implement a risk-based internal audit plan, subject to the approval of the Audit and Management Committee. Identify the institution's key risks and conduct financial, operational, compliance, information technology (IT), and performance audits to evaluate the adequacy and effectiveness of internal controls, risk management, and corporate governance systems.
- Assess the adequacy and effectiveness of internal control systems, ensure compliance with applicable laws, regulations, Government policies, Treasury directives, Financial Regulations, Procurement Guidelines, and institutional policies, and provide independent assurance services on corporate governance and risk management.
- Prepare objective, evidence-based audit reports, make practical recommendations, manage audit recommendations and report to the Audit and Management Committee, follow up on the implementation of agreed corrective actions, and report on progress.
- Identify fraud risks, weaknesses in internal controls, financial and administrative irregularities, and operational inefficiencies; conduct special investigations where necessary; and provide advisory services to management to improve internal controls, corporate governance, risk management, and operational efficiency while maintaining the independence and objectivity of the internal audit function.
- Maintain audit documentation, working papers, and supporting evidence accurately and confidentially; coordinate with the Auditor General and other regulatory authorities; promote good governance, transparency, and accountability within the institution; and ensure that internal audit activities are carried out in accordance with applicable professional standards, laws, and institutional policies.

Qualifications (Either 1 or 2 mentioned below)

1. A Degree recognized by the University Grants Commission (UGC) in Accounting / Public Administration / Business Administration, or in a subject field relevant to the post.
2. Having passed the Intermediate Examination of a recognized Chartered Professional Institute relevant to the subject scope of 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)