



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.

Office Assistant (K.K.S)

Number of positions: 03

Service category: **PL 1**

Nature of the position

- Carry out all duties required to maintain the cleanliness, hygiene, and sanitation of the office's internal and external premises.
- Perform duties relating to the institution's key management service, including opening and closing office sections at the designated times.
- Deliver official correspondence, files, registers, and other documents between sections, and collect and distribute stores and office supplies as required.
- Perform duties related to postal services.
- Provide general assistance to staff in the performance of their official duties.
- Perform any other duties assigned by the Director General or by any officer duly authorized by the Director General, in accordance with the operational requirements of the institution.

Qualifications

Having sat for the General Certificate of Education (Ordinary Level) Examination.

Age limit

Must be not less than 18 years and not more than 45 years of age.

Salary scale

PL 1 - 2025 Rs. (40,500 - 10 x 450 - 10 x 490 - 7 x 540 - 15 x 590 - 62,530)

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