



**MINISTRY OF JUSTICE AND NATIONAL INTEGRATION
OFFICE FOR REPARATIONS – SRI LANKA**

**INVITATION FOR APPLICATION
For the post of
DIRECTOR, OFFICE FOR REPARATIONS**

By Order of the Board of the Office for Reparations, Sri Lanka

The Office for Reparations, in pursuance of the Office for Reparations Act, No. 34 of 2018, invites applications from qualified and experienced professionals for the post of Director – Office for Reparations.

Key Functions

Management Functions, relating to the role conferred upon the Organization specifically assigned to the post, by the Board of Members of the Office for Reparations, in order to facilitate and support the role of the Director General/Chief Executive Officer.

Job Description

- i. Formulate, review, and update institutional policies, strategic plans, and operational frameworks of the Office for Reparations in line with its statutory mandate.
- ii. Plan, coordinate, and implement Reparations programmes and initiatives aimed at promoting the economic, social, and cultural development of aggrieved persons.
- iii. Prepare annual and supplementary budget estimates, work plans, and project proposals in accordance with government financial regulations and approved planning processes.
- iv. Coordinate and liaise with relevant Ministries, Departments, statutory bodies, development partners, and other stakeholders to ensure effective inter-agency collaboration and programme implementation.
- v. Oversee and facilitate staff capacity-building initiatives, including training programmes, skills development, and professional advancement, to enhance institutional performance.
- vi. Execute, monitor, and ensure compliance with all assigned statutory duties in accordance with applicable laws, regulations, circulars, and government policies.
- vii. Perform any other duties assigned by Chairman, the Board or Director General, as required for the effective functioning of the Office.

Nature of Appointment:

The appointment may be made on a permanent basis with entitlement to EPF/ETF benefits or on a secondment basis from the Government/Public Service, subject to applicable regulations.

Salary Scale

Salary Code and the Monthly Salary Scale of the employee category

MSD Circular No. 01/2025 dated on 25.03.2025

HM 1-1 - 2025 Rs. [140,640 - 15 x 4,100 - 202,140]

External Candidates

Qualifications:

A Bachelor's Degree in Public Administration, Public Management, Public Policy, Business Administration, Finance, Commerce, or any other field relevant to the subject area of the post, recognized by the University Grants Commission.

WITH

A Postgraduate Degree qualification in Public Administration, Public Management, Public Policy, Business Administration, Finance, Commerce, or any other field relevant to the subject area of the post or Associate Membership of a recognized professional Chartered Institute subject area relevant to the post.

AND

Minimum of thirteen (13) years' experience at a "Managerial Level" in a Corporation Statutory Board/ Institution or a reputed private institution, after obtaining the first degree.

Internal Candidates

1. Having obtained the qualification required by the external candidates above.

OR

2. Completion of minimum five (5) years satisfactory service in a post in the Manager category (MM) Grade I, in the subject area relevant to the post.

Age:

Age should be not less than 35 years and not more than 55 years. The upper age limit shall not apply to internal candidates.

Other:

Every applicant,

- Should be a citizen of Sri Lanka.
- Should be of excellent moral character.
- Should be physically and mentally fit to discharge the duties of the post well.
- Should have a good command of the English language as interactions with international agencies and other institutions

Recruitment Procedure:

A Suitable candidate will be selected through a structured w conducted by a panel appointed by the Board. Appointment will be made purely in order of merit.

Secondment: Any eligible officer in public service seeking secondment to this position is responsible for coordinating with line Ministry to release him/her from the service on secondment basis under the prevailing provisions specified by the Ministry in charge of the subject of Public Administration, they should submit their applications through the Heads of the respective Ministries/ Departments. The secondment period is initially for two (02) years, and the renewals will be possible with job holder’s performance and other organizational requirements.

Structured Interview:

Marks allocated for the interview are as follows:

<u>Component</u>	<u>Allocated Marks</u>
Relevant additional work experience	30 Marks
Relevant additional educational/ professional qualifications	30 Marks
Other achievements	15 Marks
Performance at the interview	25 Marks
Total	100 Marks

Appointments will be made purely in the order of merit at the interview.

Applications: Eligible candidates are invited to apply for the post through a cover letter with the Curriculum Vitae with names and contact information of two non-related referees. Applications should be forwarded to email info@reparations.gov.lk on or before **05.06.2026** or mailed through registered post addressed to “**Director General /Chief Executive Officer, Office for Reparations, No. 40, Buthugamuwa Road, Rajagiriya**, to reach the Office on or before **06.06.2026**. The post applied for should be stated in the **subject** of the email / upper left corner of the envelope.

Please note that only shortlisted candidates will be called for the interview. You may not attach copies of your certificates to your application/CV. They will be checked and verified at the interview, if shortlisted. The OR will contact you, if you are shortlisted.

The final decision in respect of recruitment shall rest solely with the Office for Reparations Board, which reserves the right to take any decision relating to the recruitment process.

**Office for Reparations
No.40, Buthgamuwa road,
Rajagiriya.**

J. Krishnamoorthy
Director General/Chief Executive Officer of OR