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காணாமல் போன ஆட்கள் பற்றிய அலுவலகம்
OFFICE ON MISSING PERSONS

VACANCIES

- The Office on Missing Persons (OMP), established by the Office on Missing Persons (Establishment, Administration and Discharge of Functions) Act. No: 14 of 2016 is an Institution.
- Applications are invited from suitable qualified persons for the following vacancies in the Office on Missing Persons.

HEAD OF FINANCE AND PROCUREMENT (Position 01)

HM 1-1

Job Summary: Attend to the Duties and Responsibilities of Finance and Procurement Division as well as develop relevant Finance and Procurement policies, procedures and systems and carrying out the necessary activities to carry out all Finance and Procurement activities.

Qualifications: (1 or 2 below)

1. A Bachelor`s Degree In Finance/ Accounting / Business Administration / Commerce/ Management (Finance) or any other degree relevant to the subject area of the post, which is recognized by the U.G.C WITH a postgraduate Degree qualification (masters) in the relevant field or Associate membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post AND minimum of 13 years` experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution.
OR
2. Full membership of a recognized professional Chartered Institution in relevant field to the post AND minimum of 13 years` experience at a 'Managerial Level' in a Corporation, Statutory Board/ institution or a reputed private institution.

Age: Should be not less than 35 years and not more than 55 years.

Salary: HM 1-1 2025 [Rs. 140,640 – 15x 4,100 – 202,140] (As per the Management Service Circular 01/2025)

Entitled to a vehicle allowance and a fuel allowance and other applicable institutional allowances.

HEAD OF LEGAL, POLICY AND RESEARCH (Position 01)**HM 1-1**

Job Summary: Attend to the Duties and Responsibilities of the Legal, Policy and Research Unit and assist in handling the legal obligations for internal and external operations, to address legal challenges and formulate a strategy for advocacy to make legal, policy and research intervention of the Office on Missing Persons.

Qualifications: A Bachelor's Degree in Law which is recognized by the U.G.C or Attorney-at-Law WITH a Postgraduate Degree qualification (Masters`) in a Law AND minimum of 12 years` experience at a "Managerial level" in a Corporation, Statutory Board/ Institution or a reputed Private Institution.

Age: Should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the applicants who are already in the permanent posts in the Government Service.

Salary: HM 1-1 2025 [Rs. 140,640 – 15x 4,100 – 202,140] (As per the Management Service Circular 01/2025)

Entitled to a vehicle allowance and a fuel allowance and other applicable institutional allowances.

HEAD OF COMMUNICATION & OUTREACH (Position 01)**HM 1-1**

Job Summary: Attend to the Duties and Responsibilities of the Communication & Outreach Unit and preparing and developing communication strategies across multiple platforms, including print, electronic media, and social media and leads all aspects of project outreach and communication of the Office on Missing Persons.

Qualifications: A Bachelor's Degree in Mass Communication/ Mass Media which is recognized by the U.G.C **WITH** a Postgraduate Degree qualification (Masters`) in relevant field AND minimum of 12 years` experience at a 'Managerial Level' in a Corporation, Statutory Board/ Institution or a reputed private institution.

Age: Should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the applicants who are already in the permanent posts in the Government Service.

Salary: HM 1-1 2025 [Rs. 140,640 – 15x 4,100 – 202,140] (As per the Management Service Circular 01/2025)

Entitled to a vehicle allowance and a fuel allowance and other applicable institutional allowances.

HEAD OF PROTECTION (Position 01)**HM 1-1**

Job Summary: Attend to the Duties and Responsibilities of overseeing the protection units of regional offices on missing persons and developing strategies for the protection of victims and witnesses, including formal protection procedures and practices related to witnesses and victims.

Qualifications: A Bachelor's Degree In law / peace & conflict resolution / political science / social science which is recognized by the U.G.C **WITH** a postgraduate Degree qualification (masters) in a relevant field / Human Rights **AND** minimum of 12 years' experience at a 'Managerial Level' in a Corporation, Statutory Board / institution or a reputed private institution.

Age: Should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the applicants who are already in the permanent posts in the Government Service.

Salary: HM 1-1 2025 [Rs. 140,640 – 15x 4,100 – 202,140] (As per the Management Service Circular 01/2025)

Entitled to a vehicle allowance and a fuel allowance and other applicable institutional allowances.

Legal Officer (Position 04)**MM 1-1**

Job Summary: Attend to legal duties and responsibilities of the Office on Missing Persons, including identifying areas for legal intervention and developing strategic legal responses in coordination with the Head of Unit. Represent the Office in Court under relevant provisions of the Act, and coordinate with external counsel to ensure effective case management and updated legal documentation. Support preparation of legal documents for judicial processes and ensure compliance of internal procedures with applicable laws and standards. Liaise with relevant units, including Family Support and Tracing Units, to facilitate legal action where necessary evidence is available, and assist in ensuring proper legal follow-up and referrals to prosecuting authorities. Perform any other legal and administrative duties assigned by senior management.

Qualifications: Being sworn in as an Attorney-at-Law of the Supreme Court of Sri Lanka, with not less than ree (03) Years' active professional experience subsequent to taking the oath.

Age: Should be not less than 22 years and not more than 45 years.

Salary: MM 1-1 2025 Rs. [91,690 – 10x 2,480 – 15x 3,450 – 168,240] (As per the Management Service Circular 01/2025)

Secretary to the board (Position 01)

MM 1-1

Job Summary: Provide comprehensive secretarial and administrative support to the OMP Board by organizing meetings, preparing agendas, circulating documents, and maintaining accurate minutes and official records in accordance with statutory and organizational requirements. Ensure timely communication and implementation of Board decisions across relevant divisions and maintain secure custody of Board resolutions, correspondence, and confidential documents. Act as the primary liaison between the Board, Chairperson, internal units, and external stakeholders, ensuring smooth coordination and compliance with the OMP Act No. 14 of 2016 and applicable governance procedures. Uphold strict confidentiality and support good governance by advising on procedural matters, assisting in reporting requirements, and performing any additional duties assigned by senior management.

Qualifications: A Bachelor's Degree in Law/ Legal Studies or any other degree in the subject area relevant to the post which is recognized by University Grant Commission (U.G.C.), Sri Lanka

Or

Being sworn in as an Attorney-at-Law of the Supreme Court of Sri Lanka, with not less than One (01) year experience in the subject area relevant to the post in secretarial functions in a Corporation/ Statutory Board or a reputed Private Institutions.

Or

Chartered corporate secretary with a minimum of one (01) year post qualifying experience in a Corporation/ Statutory Board or a reputed Private Institutions.

Age: Should be not less than 22 years and not more than 45 years.

Salary: MM 1-1 2025 Rs. [91,690 – 10x 2,480 – 15x 3,450 – 168,240] (As per the Management Service Circular 01/2025)

Senior Protection Officer (Position 01)

MM 1-1

Job Summary: Assist the Head of Unit in carrying out protection-related functions of the Office on Missing Persons, including receiving, recording, investigating, and verifying complaints of threats. Ensure the safety and protection of victims, witnesses, OMP staff, and other relevant individuals through appropriate protective measures and follow-up actions. Coordinate closely with the Victim and Witness Protection Division and the Tracing Unit to support effective case management and protection responses. Undertake any additional duties assigned by senior management to ensure the effective implementation of protection functions.

Qualifications: A Degree in Human Rights/ Law/ Social Science/ Psychology/ Counselling/ Sociology/ Criminology/ Peace and Conflict Resolution/ Political Science or in the subject area is relevant to the post which is recognized by the University Grants Commission.

AND

A minimum one year post qualifying experience in the relevant field to the post, after obtaining the first degree.

Age: Should be not less than 22 years and not more than 45 years.

Salary: MM 1-1 2025 Rs [91,690 – 10x 2,480 – 15x 3,450 – 168,240] (As per the Management Service Circular 01/2025)

Senior Investigation Officer (Position 02)

MM 1-1

Job Summary: Be responsible for conducting investigations, inquiries, and tracing activities related to missing and disappeared persons. Ensure that investigation files are regularly reviewed and properly maintained, and that relevant legal personnel and support units are promptly informed of investigation progress and status updates. Liaise and coordinate with regional investigation officers to ensure effective case management and information sharing. Ensure all investigative activities are carried out in accordance with established SOPs and standards of the Office on Missing Persons. Perform any other duties assigned by senior management.

Qualifications: A Degree in Law/ Anthropology/ Sociology/ Criminology/ Social Science/ Peace and Conflict Resolution/ Political Science or in the subject area is relevant to the post which is recognized by the University Grants Commission

AND

A minimum one year post qualifying experience in the relevant field to the post, after obtaining the first degree.

Age: Should be not less than 22 years and not more than 45 years.

Salary: MM 1-1 2025 Rs [91,690 – 10x 2,480 – 15x 3,450 – 168,240] (As per the Management Service Circular 01/2025)

Excavation and Exhumation Officer (Position 02)

MM 1-1

Job Summary: Plan, lead, and supervise excavation and exhumation operations at suspected burial sites related to missing person's cases in accordance with national laws and international forensic standards. Conduct site assessments and coordinate with relevant experts and agencies to ensure proper recovery, documentation, preservation, and chain of custody of evidence. Prepare technical reports and provide expert input for legal proceedings when required. Ensure all work is carried out safely, respectfully, and in line with human dignity and professional standards. Supervise field staff and perform other duties assigned by senior management.

Qualifications: A Bachelor's Degree in Archaeology, Anthropology (with specialization in physical or forensic anthropology), or Geology from or when the subject area is relevant to the post recognized by the University Grants Commission.

AND

A minimum of one (01) years of post-qualifying experience in the relevant field to the post, after obtaining the first degree.

Age: Should be not less than 22 years and not more than 45 years.

Salary: MM 1-1 2025 Rs [91,690 – 10x 2,480 – 15x 3,450 – 168,240] (As per the Management Service Circular 01/2025)

Job Summary: A Senior Data Analyst is responsible for designing and improving data collection and analysis systems to ensure data quality and efficiency. The role involves gathering and managing data from various sources, identifying and resolving data-related issues, analyzing information to generate insights, and providing recommendations based on findings. The analyst also prepares statistical analyses, reports, graphs, and presentations to support decision-making, while working closely with management to meet organizational information needs and carrying out additional tasks assigned by senior leadership.

Qualifications: 1. A Degree Information Technology/ Computer science/ Mathematics/ Statistic which is recognized by the U.G.C

AND

A minimum one year's post qualifying experience in the relevant field to the Post, after obtaining the first degree.

2. Having obtained a certificate of proficiency relevant to the field of ICT not below than the National Vocational Qualification Level 7, issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission

AND

A minimum one year post qualifying experience in the relevant field on Public Service, a Corporation, Statutory Board/ Institution or a reputed Private

Age: Should be not less than 22 years and not more than 45 years.

Salary: MM 1-1 2025 Rs [91,690 – 10x 2,480 – 15x 3,450 – 168,240] (As per the Management Service Circular 01/2025)

Web and Social Media Officer (Position 01)**JM 1-1**

Job Summary: Manage and update the OMP official website and social media platforms by publishing accurate, timely, and approved information in line with institutional policies and public sector standards. Develop and share digital content such as posts, info graphics, and videos to support public awareness of the OMP's mandate and activities. Monitor digital engagement, prepare performance reports, and recommend improvements to communication strategies. Ensure all online communications comply with legal, ethical, and confidentiality requirements, particularly regarding sensitive cases. Support effective, respectful, and victim-centered public communication and perform other duties assigned by management.

Qualifications: A Degree in Information and Communication Technology, Computer Science, Web Development, Mass Communication or Media Studies or in a subject area relevant to the post, which is recognized by the University Grant Commission.

Age: Should be not less than 22 years and not more than 45 years.

Salary: JM 1-1 2025 Rs. [72,650 – 10x–1,360 – 18x 2,040 – 122,970] (As per the Management Service Circular 01/2025)

Investigation Research Officer (Position 01)**JM 1-1**

Job Summary: Conduct impartial and systematic investigations into assigned cases in accordance with approved SOPs, focusing on the collection of testimonial and documentary evidence. Identify, locate, and interview witnesses, affected families, and other relevant persons while ensuring victim-sensitive and ethical engagement. Participate in field investigations and related activities, including coordination with relevant stakeholders where required. Maintain strict confidentiality and comply with the OMP Act, ethical standards, and human rights principles in all work. Provide regular progress reports to senior officers and support relevant units, and perform any other duties assigned by management.

Qualifications: A Degree in in Law/ Criminology/ Sociology/ Anthropology/ History/ Political Science or in a subject area relevant to the post which is recognized by the University Grant Commission.

Age: Should be not less than 22 years and not more than 45 years.

Salary: JM 1-1 2025 Rs. [72,650 – 10x–1,360 – 18x 2,040 – 122,970] (As per the Management Service Circular 01/2025)

Investigation Officer (Position 04)**JM 1-1**

Job Summary: Conduct investigations, inquiries, and tracing related to missing and disappeared persons in accordance with assigned cases. Maintain complete and updated case files and ensure accurate documentation and reporting throughout the investigation process. Liaise with relevant institutions such as the Sri Lanka Police, Armed Forces, hospitals, and government registries to obtain necessary information and records. Prepare timely and accurate investigation reports while ensuring proper maintenance of case data and complaint files. Assist in reviewing, updating, and compiling inquiry documentation, and perform any other duties assigned by senior management.

Qualifications: A Degree in in Law/ Criminology/ Sociology/ Anthropology/ History/ Social Science / Peace and Conflict Resolution / Political Science or in a subject area is relevant to the post which is recognized by the University Grant Commission.

Age: Should be not less than 22 years and not more than 45 years.

Salary: JM 1-1 2025 Rs. [72,650 – 10x–1,360 – 18x 2,040 – 122,970] (As per the Management Service Circular 01/2025)

Research Officer (Position 01)**JM 1-1**

Job Summary: A Research Officer supports the organization's research activities by collecting and organizing relevant information, conducting research tasks under the guidance of senior staff, and building connections with institutions to enhance research capacity. The role involves gathering data and documentation, monitoring and compiling important news and media reports related to the organization's objectives, and assisting with research-related assignments. Additionally, the officer is expected to carry out any other duties assigned by management.

Qualifications: A Degree in in Law/ Social Science/ Criminology which is recognized by the University Grant Commission.

Age: Should be not less than 22 years and not more than 45 years.

Salary: JM 1-1 2025 Rs. [72,650 – 10x–1,360 – 18x 2,040 – 122,970] (As per the Management Service Circular 01/2025)

Communication Officer (Position 02)**JM 1-1**

Job Summary: A Communication Officer is responsible for developing and implementing communication strategies to promote the organization's objectives and activities. The role involves managing content across digital, social, and print media, increasing public awareness and engagement, and ensuring all communications align with the organization's brand and messaging. The officer also builds relationships with media and key stakeholders, identifies and engages target audiences, supports digital projects by managing timelines and budgets, travels to field offices when required, and performs additional duties assigned by management.

Qualifications: A Bachelor's Mass Media/ Mass Communication Which recognized by the University Grants Commission.

Age: Should be not less than 22 years and not more than 45 years.

Salary: JM 1-1 2025 Rs. [72,650 – 10x–1,360 – 18x 2,040 – 122,970] (As per the Management Service Circular 01/2025)

Translator (Position 03)**MA 1-1**

Job Summary: Undertake all Translation work related to work of the office of Missing Persons and assist in compliance of the Official Language Act.

Qualifications: A Bachelor's Degree in Translation Studies/ Language (Sinhala / Tamil / English) Which is recognize by the U.G.C

Should be a Swom Translator

Should Have proven excellent skill and willing to translate in following categories

- Tamil to Sinhala / English
- Sinhala / English to Tamil

Age: Should be not less than 22 years and not more than 45 years.

Salary: MA 1-1 2025 Rs. [46,220 – 10x–540 – 7x 630 – 4x 890 – 20x 1,190 – 83,390] (As per the Management Service Circular 01/2025)

Applicable for all above vacancies

- Every applicant
 - ✓ Should be a citizen of Sri Lanka
 - ✓ Should be physically and mentally fit to discharge the duties of the post.
 - ✓ Should be able to serve in any part of the Island.
 - ✓ Computer literacy and Sound knowledge of transitional justice would be an added advantage.
- Computer literacy and Sound knowledge of transitional justice would be an added advantage.
- Any application submitted **without** the required information **will be rejected**.
- The applied post should be clearly stated on the top left-hand corner of the application and envelope containing the application. Applicants currently in government/semi-government services should forward their applications through their respective Heads of the Institutions.
- Applicants must duly complete the application form/specification provided by the OMP
- If applying for more than one post, a separate application should be submitted for each post.
- Applicants must have completed all the qualifications by the last date of receipt of applications.
- The short-listed applicants will be selected on the results of a written competitive examination and/ or a structured interview conducted by an interview panel appointed by the Board of the OMP.
- These posts are permanent and contribute to Employees' Provident Fund and Employees' Trust Fund.
- The final decision in respect of recruitment shall rest solely with the OMP Board, which reserves the right to take any decision relating to the recruitment process.”

Duly completed applications, along with copies of relevant certificates should be sent by registered post to **Chairman/CEO, Office on Missing Persons, No. 40, 03rd Floor, Buthgamuwa Road, Rajagiriya** on or before reaching to the office **28th of June 2026**.

Chairman
Office on Missing Persons