



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.

Driver

Number of positions: 03

Service category: **PL 3**

Nature of the position

- Drive the assigned official vehicle(s) carefully, responsibly, and safely, and be accountable for their proper use.
- Ensure that assigned vehicles are serviced and repaired on schedule.
- Attend to minor mechanical defects and arrange for necessary maintenance and repairs.
- Be responsible for the fittings, accessories, spare parts, and overall security of the assigned vehicle.
- Maintain the vehicle logbook accurately and up to date, and submit it daily to the officer responsible for transport for inspection.
- Take immediate and appropriate action regarding any accidents that occur while driving.
- Perform any other duties assigned by the Director General or by any officer authorized by the Director General, in accordance with the operational requirements of the institution.

Qualifications (Either 1 or 2 mentioned below)

1.Educational qualifications:

- Having passed six (06) subjects at the General Certificate of Education (Ordinary Level) Examination in not more than two sittings, with at least two (02) Credit passes.

2.Proficiencies:

- Possessing a heavy vehicle driving license issued by the Commissioner General of Motor Traffic, and having at least three (03) years of active driving experience after obtaining the driving license.

Age limit

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

Salary scale

PL 3 - 2025 - Rs. (43,280 - 10 x 490 - 10 x 540 - 10 x 590 - 12 x 630 - 67,040)

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