



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.

Management Assistant

Number of positions: 10

Service category: **MA 1-1**

Nature of the position

- Assist in record management and archival functions.
- Provide support for general administration and office operations.
- Assist in staff and human resource functions.
- Provide support for finance, internal audit, and accounting functions.
- Assist in data management systems, information technology operations, and progress review activities.
- Assist in inventory control and stores management.
- Perform any other duties assigned by the Director General, Staff Officers, or Administrative Officers.

Qualifications (Either 1 or 2 mentioned below)

(a) Having passed six (06) subjects in the General Certificate of Education (G.C.E.) Ordinary Level Examination in one sitting with Credit passes for at least four **(04)** subjects, including:

- (i) Sinhala / Tamil
- (ii) Mathematics
- (iii) English Language

(b) Having passed the General Certificate of Education (G.C.E.) Advanced Level Examination in at least three **(03)** subjects, excluding the General Common Test.

(c) Other Job-Specific Qualifications:

- Having successfully completed a course in the use of computer applications of not less than three (03) months duration.

Age limit

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

Salary scale

MA 1-1 - 2025 - Rs. (46,220 - 10 x 540 - 7 x 630 - 4 x 890 - 20 x 1,190 - 83,390)

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