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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 carryout 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 Scale: 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 Scale: 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 VICTIM AND FAMILY SUPPORT (Position 01)

HM 1-1

Job Summary: Attend to the Duties and Responsibilities of the Victim and Family Support Unit and preparing relevant strategic procedures and preparing and developing a referral system to specialists, leading and performing the tasks of strategic planning and review for psychosocial support and community service activities of the Office on Missing Persons.

Qualifications : A Bachelor's Degree in Psychology / Counseling & Psychology / Philosophy & Psychology /Social Science / Peace and Conflict Resolution which is recognized by the U.G.C **WITH** a postgraduate degree qualification (Masters') in a 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 Scale: 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 : 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.

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 scale: 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

Job Summary : Undertake and be responsible for work assigned by the Head of Finance and Administration of the OMP to maintain and efficiently manage systems and all financial transactions and procurement of the OMP.

Qualifications: (1 or 2 or 3 below)

1. A Degree in Accounting/ Finance / Commerce which is recognized by the U.G.C **AND** a minimum of one year post qualifying experience in the relevant field to the post, after obtaining the first degree.

OR

2. Having passed the Intermediate Examination of a recognized professional Chartered Institute (CIMA/ACCA/ICA) or full qualification in CMA **AND** a minimum of one year post qualifying experience in the relevant field to the post.

OR

3. Higher National Diploma in Accountancy (HNDA) **AND** a minimum of one year post qualifying experience in the relevant field to the post.

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

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

Job Summary : Be a part of the administration team, coordinating the work and liaising with the Executive Director, Head of HR and Administration in all matters related to human resource and administration.

Qualifications : A Degree in Management/ Administration/ Human Resources Management/ Public Management which is recognized by the U.G.C **AND** a minimum of 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 Scale Rs. 91,690 – 10x 2,480 – 15x 3,450 – 168,240/- (As per the Management Service Circular 01/2025)

Job Summary : Attend to the Duties and Responsibilities of the Regional Office, including supervise and monitor the smooth and effective functioning of the regional office and coordinate activities with Head Office and sub-office/s of the Office on Missing Persons.

Qualifications : A Degree in Law/ Human Rights/ Management/ Administration/ Human Resource Management/ Public Management which is recognized by the U.G.C. **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 : Rs. 91,690 – 10x 2,480 – 15x 3,450 – 168,240/- (As per the Management Service Circular 01/2025)

Job Summary : Attend to the Duties and Responsibilities of to carry out the functions of the HR and Admin division to coordinating all administrative functions with Deputy Head of Admin & Assistant Head of Admin and being responsible for communication in relation to Administration issues with other Department and Divisions of the Office on Missing Persons.

Qualifications : A Degree in Management/ Administration/ Human Resource Management/ Public Management which is recognized by the U.G.C.

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

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

Job Summary : Attend to the duties and Responsibilities of the work of the relevant unit of the office on missing persons.

Qualifications : (1 or 2 or 3 or 4 below)

1. A Degree in Information Technology/ Computer Science which is recognized by the U.G.C
OR

2. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical/ Vocational training institute accepted by the Tertiary and Vocational Education Commission
OR
3. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6, issued by a Technical/ Vocational training institute accepted by the Tertiary and Vocational Education Commission **AND** At least five (5) years post qualifying experience in relevant field in a Corporation, Statutory Board/ Institution a reputed private institution
OR
4. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical/ Vocational training institute accepted by the Tertiary and Vocational Education Commission **AND** At least ten (10) years post qualifying experience in a relevant field in a Corporation, Statutory Board/ Institution or a reputed private institution.

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

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

VICTIM AND FAMILY SUPPORT OFFICER (Position 08)

JM 1-1

Job Summary : Attend to the Duties and Responsibilities of to carry out the functions of the Victim and Family Support Unit to ensure victim-centered approaches to all support and services provided by the Office of the OMP to the families of missing and disappeared persons, including strengthening and maintaining a gender-sensitive environment. .

Qualifications : A Degree in Human Rights/ Psychology/ Counseling & Psychology/ Social Science which is recognized by the U.G.C.

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

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

DATA ENTRY OPERATOR (Position 06)

MA 1-1

Job Summary : Attend to the duties and Responsibilities of the work of the Data Management Division of the Office on Missing Persons.

Qualifications :

- a) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including,
 - i. Sinhala/ Tamil
 - ii. English language
 - iii. Mathematics
- b) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.

c) Computer Training or Data Entry Certification will be an added advantage.

Age : Should be not less than 18 years and not more than 45 years.

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

MANAGEMENT ASSISTANT (Position 13)

MA 1-1

Job Summary : Attend to the duties and Responsibilities of the functions/ activities under the supervision and guidance of the authorized officer and facilitate/ support/ supplement the discharging of duties of the Managerial, Administrative and Executive Grades of the organization.

Qualifications :

d) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including,

- i. Sinhala/ Tamil
- ii. English language
- iii. Mathematics

e) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.

Age: Should be not less than 18 years and not more than 45 years.

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

Driver (Position 02)

PL 3

Job Summary : Attend to the duties and responsibilities of maintaining the vehicle, updating the Running Chart, and performing functions and activities under the supervision and guidance of the Administrative and Executive Grades of the organization.

Qualifications : Having passed six (06) subjects in G.C.E. (O/L) Examination at least with two (02) credit passes in maximum of 2 sittings **AND** having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles and a minimum of three (03) years' experience in driving after obtaining the driving license.

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

Salary : Rs. 43,280 – 10x–490 – 10x 540 – 10x 590 – 12x 630 – 67,040/- (As per the Management Service Circular 01/2025)

KKS (Office Aide) (Position 04)

PL 1

Job Summary : Attend to the duties and Responsibilities of the assist in the work of the Unit, undertake work as assigned by the Head of the Unit and functions/ activities under the supervision and guidance of the authorized officer and facilitate/ support/ supplement the discharging of duties of the Managerial, Administrative and Executive Grades of the organization.

Qualifications : Having passed 6 subjects in G.C.E. (O/L) Examination at least with 2 credit passes in maximum of 2 sittings.

Age : Should be not less than 18 years and not more than 45 years.

Salary : Rs. 40,500 – 10x 450 – 10x 490 – 7x 540 – 15x 590- 62,530/- (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.
 - ✓ Should be of excellent moral character.
- 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 **25th of January 2026**.

**Chairman
Office on Missing Persons**