

MINISTRY OF JUSTICE AND NATIONAL INTEGRATION

OFFICE FOR REPARATIONS – SRI LANKA

VACANCIES

The Office for Reparations (OR) established by the Office for Reparations Act. No 34 of 2018 is calling applications from suitably qualified persons for the following vacancies in the Office for Reparations.

1. Assistant Director / Deputy Director – Finance – One position
2. Assistant Director / Deputy Director – Project – One position
3. Assistant Director / Deputy Director – Legal – One position
4. Internal Auditor– One position
5. Information Technology Officer – One position
6. Senior Reparations Officer – Four position
7. Secretary to the Board – One position
8. Translator – Two Position
9. Reparation Officer – Six Position
10. Management Assistant – Eight position
11. Driver- Two Position

Duly completed applications, along with copies of relevant certificates, should be sent by registered post to the Director General /CEO, Office for Reparations, No. 40, 01st Floor, Buthgamuwa Road, Rajagiriya, **on or before May 08^h of 2026.**

Applications can be downloaded from the OR website (www.reparations.gov.lk)

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

Basic Qualifications and Conditions for applicants - Every applicant should fulfil the following.

- Should be a citizen of Sri Lanka
- Should be physically and mentally fit to discharge the duties of the post and should be of excellent moral character.
- Age should be not less than 22 years and not more than 45 years as of the application closing date. The upper age limit will not be applicable to the internal candidates.
- Computer literacy and sound knowledge on Transitional Justice would be added advantages.
- 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 and any application submitted without the required information or after the deadline **will be rejected.**
- If applying for more than one post, a separate application should be submitted for each post.

- The post applied for should be clearly indicated in the application and also on the top **left-hand corner of the envelope** containing the application.
- Applicants must have completed all the qualifications by the application deadline.
- Selection procedure - written competitive examination and/ or structured interview conducted by an interview panel appointed by the Board of the OR.

On the Order of the Board of the Office for Reparations

J.Krishnamoorthy
Director General/Chief Executive Officer
Office for Reparations

Assistant Director / Deputy Director – Finance (Position 01)		MM 1- 1
Job Description	Function as Head of the Finance Division, providing strategic and operational leadership for all financial and accounting functions of the office.	
Nature of Appointment	Permanent with entitlement to Employees’ Provident Fund and Employees’ Trust Fund.	
In addition to the basic qualifications and conditions stated above, the candidate should fulfil the following Educational and Professional Qualifications.	<p><u>External Candidates (1 or 2 below)</u></p> <ol style="list-style-type: none"> 1. A Degree in Accounting, Finance, Commerce, Business Administration or any other field relevant to the subject area of the post, which is recognized by the University Grants Commission, And A minimum of one-year post qualifying experience in the relevant field to the Post, after obtaining the first degree. 2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, in which the subject area is relevant to the post. And A minimum of one-year post qualifying experience in the relevant field to the post. <p><u>Internal Candidates: (1 or 2 below)</u></p> <ol style="list-style-type: none"> 1. Having obtained the qualifications required by the external candidates mentioned above. 2. Completion of a minimum of five (05) years satisfactory service in a post in the Junior Manager (JM) Category, in the subject area relevant to the post. 	
Method of Recruitment	Candidate will be selected through a Structured Interview conducted by a panel to be appointed by the Board of Office for Reparations.	
Salary Scale	MM 1-1 - 2025 Rs. [91,690 - 10 x 2,480 - 15 x 3,450 - 168,240] (As per the Management Service Circular 01/2025 dated 25.03.2025)	
Work Station	Colombo Head Office	

Assistant Director / Deputy Director - Projects (Position 01)		MM 1- 1
Job Description	Conduct research, field surveys, and needs assessments related to Reparations programmes; analyze findings and prepare evidence-based reports for submission to higher authorities.	
Nature of Appointment	Permanent with entitlement to Employees' Provident Fund and Employees 'Trust Fund.	
In addition to the basic qualifications and conditions stated above, the candidate should fulfil the following Educational and Professional Qualifications.	<p><u>External Candidates:</u></p> <p>A Degree in Social Science, Psychology, Counselling and Psychology, Project Management, Statistics or any other field relevant to the subject area of the post, which is recognized by the University Grants Commission.</p> <p style="text-align: center;">And</p> <p>A minimum of one-year post qualifying experience in the relevant field to the Post, after obtaining the first degree.</p> <p><u>Internal Candidates: (1 or 2 below)</u></p> <ol style="list-style-type: none"> 1. Having obtained the qualifications required by the external candidates mentioned above. 2. Completion of a minimum of five (05) years satisfactory service in a post in the Junior Manager (JM) Category, in the subject area relevant to the post. 	
Method of Recruitment	Candidate will be selected through a Structured Interview conducted by a panel to be appointed by the Board of Office for Reparations.	
Salary Scale	MM 1-1 - 2025 Rs. [91,690 - 10 x 2 ,480 - 15 x 3,450 - 168,240] (As per the Management Service Circular 01/2025 dated 25.03.2025)	
Work Station	Colombo Head Office	

Assistant Director / Deputy Director – Legal (Position 01)**MM 1- 1**

Job Description	Prepare, review, and compile legal documents, case files, and other records related to litigation, interventions, and other legal proceedings involving the Office. Represent the Office for Reparations in Courts, tribunals, and other legal forums, as required.
Nature of Appointment	Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.
In addition to the basic qualifications and conditions stated above, the candidate should fulfil the following Educational and Professional Qualifications.	<u>External Candidates:</u> Being an Attorney-at-Law of the Supreme Court of Sri Lanka. And A minimum of three (03) years post-qualifying experience in a field relevant to the post, after taking the oath as an Attorney-at-Law.
Method of Recruitment	Candidate will be selected through a Structured Interview conducted by a panel to be appointed by the Board of Office for Reparations.
Salary Scale	MM 1-1 - 2025 Rs. [91,690 - 10 x 2,480 - 15 x 3,450 - 168,240] (As per the Management Service Circular 01/2025 dated 25.03.2025)
Work Station	Colombo Head Office

Internal Auditor (Position 01)	MM-1
Job Description	<p>Plan, organize, and carry out internal audits to assess the adequacy and effectiveness of financial, administrative, and operational controls of the institution.</p> <p>Ensure that income is properly collected, expenditure is incurred in accordance with Financial Regulations, and assets are safeguarded and properly recorded.</p>
Nature of Appointment	Permanent with entitlement to Employees' Provident Fund and Employees 'Trust Fund
<p>In addition to the basic qualifications and conditions stated above, the candidate should fulfil the following Educational and Professional Qualifications.</p>	<p><u>External Candidates: (1 or 2 below)</u></p> <ol style="list-style-type: none"> 1. A Degree in Accounting, Finance, Commerce, Business Administration or any other field relevant to the subject area of the post, which is recognized by the University Grants Commission, <p style="text-align: center;">And</p> <p>A minimum of one-year post qualifying experience in the relevant field to the Post, after obtaining the first degree.</p> <ol style="list-style-type: none"> 2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, in which the subject area is relevant to the post. <p style="text-align: center;">And</p> <p>A minimum of one-year post qualifying experience in the relevant field to the post.</p> <p><u>Internal Candidates: (1 or 2 below)</u></p> <ol style="list-style-type: none"> 1. Having obtained the qualifications required by the external candidates mentioned above. 2. Completion of a minimum of five (05) years satisfactory service in a post in the Junior Manager (JM) Category, in the subject area relevant to the post.
Method of Recruitment	Candidate will be selected through a Structured Interview conducted by a panel to be appointed by the Board of Office for Reparations.
Salary Scale	MM 1-1 - 2025 Rs. [91,690 - 10 x 2,480 - 15 x 3,450 - 168,240] (As per the Management Service Circular 01/2025 dated 25.03.2025)
Work Station	Colombo Head Office

Information Technology Officer (Position 01)	JM 1-1
Job Description	Install, configure, and maintain computer hardware, software, operating systems, networks, printers, and scanners, and ensure the continuous monitoring and maintenance of computer and network systems.
Nature of Appointment	Permanent with entitlement to Employees' Provident Fund and Employees 'Trust Fund
In addition to the basic qualifications and conditions stated above, the candidate should fulfil the following: Educational and Professional Qualifications	<p><u>External Candidates: (1 or 2 or 3 below)</u></p> <ol style="list-style-type: none"> 1. A Bachelor's Degree in Computer Science, Information Technology or any other field relevant to the subject area of the post, which is recognized by the University Grants Commission. <p style="text-align: center;">Or</p> <ol style="list-style-type: none"> 2. Having obtained a certificate of proficiency not below the National Vocational Qualification Level 7 (NVQ 7), issued by a Technical/ Vocational training institute accepted by the Tertiary and Vocational Education Commission, relevant to the subject area of the post. <p style="text-align: center;">Or</p> <ol style="list-style-type: none"> 3. Having obtained a certificate of proficiency not below the National Vocational Qualification Level 6 (NVQ 6), issued by a technical /vocational training institute accepted by the Tertiary and Vocational Education Commission relevant to the subject area of the post. <p style="text-align: center;">And</p> <p>A minimum of five years post-qualifying experience in Public Service, a Corporation, Statutory Board/ Institution or a reputed Private Institution.</p> <p><u>Internal Candidates: (1 or 2 below)</u></p> <ol style="list-style-type: none"> 1. Having obtained the qualifications required by the external candidates mentioned above. 2. Completion of five years satisfactory service in a post of the 'Management Assistant – Technological' (MA 4), in a relevant subject area.
Method of Recruitment	Candidate will be selected through a written competitive examination containing language proficiency, an Aptitude test and subject knowledge relevant to the post and a Structured Interview conducted by a panel to be appointed by the Board of Office for Reparations.
Salary Scale	JM 1-1 - 2025 Rs. [72,650 - 10 x 1,360 - 18 x 2,040 – 122,970] (As per the Management Service Circular 01/2025 dated 25.03.2025)
Work station	Colombo Head Office

Senior Reparations Officer (Positions 04)**JM 1-1**

Job Description	Assist and coordinate with the Director/Assistant Director in the planning, coordination, and implementation of Livelihood Support and Psychosocial Support programmes and initiatives, in accordance with the institutional mandate, approved policies, guidelines, and strategic frameworks of the Office for Reparations.
Nature of Appointment	Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.
In addition to the basic qualifications and conditions stated above, the candidate should fulfil the following Educational and Professional Qualifications	<p><u>External Candidates:</u></p> <p>A Bachelor's Degree in Law, Public Administration, Sociology, Political Science, Economics, Development Science, Management or any other field relevant to the subject area of the post, which is recognized by the University Grants Commission.</p> <p><u>Internal Candidates : (1 or 2 below)</u></p> <ol style="list-style-type: none">1. Having obtained the qualifications required by the external candidates mentioned above.2. Completion of a minimum Five (05) Years satisfactory service in a post of the MA- 3, in the subject area relevant to the post, including not less than three (03) years post-qualifying field-level experience in working with the aggrieved community.
Method of Recruitment	Candidates will be selected through a written competitive examination containing language proficiency, Aptitude test and subject knowledge relevant to the post and a Structured Interview conducted by a panel to be appointed by the Board of Office for Reparations.
Salary Scale	JM 1-1 - 2025 Rs. [72,650 - 10 x 1,360 - 18 x 2,040 – 122,970] (As per the Management Service Circular 01/2025 dated 25.03.2025)
Work station	Colombo Head Office

Secretary to the Board (on Contract Basis) (Position 01)

Job Description	Act as the primary point of contact between the Board, the Director General, management, and external stakeholders. Prepare, compile, and circulate Board meeting agendas, minutes, reports, and other official documents in a timely and accurate manner.
Nature of Appointment	Contract (Period of 2 years) with entitlement to the Employees' Provident Fund and Employees' Trust Fund.
In addition to basic qualifications and conditions stated above, the candidate should fulfil the following. Educational and Professional Qualifications	A Bachelor's Degree in Law, Public Administration, Business Management or any other field relevant to the subject area of the post, which is recognized by the University Grants Commission. And A minimum of one-year post qualifying experience in the relevant field to the Post, after obtaining the first degree.
Method of Recruitment	Structured Interview will be conducted by a panel to be appointed by the Board of Office for Reparations.
Salary Scale	<u>Monthly Allowance:</u> 2026- Rs 65,633+17,800=Rs.83,433 2027 Onwards Rs. 72,650+17,800=Rs.90,450
Work Station	Colombo Head Office

Translator English to Sinhala and Vice versa (Position 01) English to Tamil and Vice versa (Position 01)	MA4
Job Description	Provide accurate and timely translation and typesetting services from English to Sinhala , Sinhala to English, English to Tamil and Tamil to English for official documents, reports, correspondence, policies, and other materials of the Office.
Nature of Appointment	Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.
In addition to the basic qualifications and conditions stated above, the candidate should fulfil the following Educational and Professional Qualifications.	<p><u>External Candidates:</u></p> <p>A Degree in Translation studies or any other field relevant to the subject area of the post, which is recognized by the University Grants Commission.</p> <p style="text-align: center;">And</p> <p>A minimum of one year of post-qualifying experience in the relevant field to the post.</p>
Method of Recruitment	Structured Interview will be conducted by a panel to be appointed by the Board of Office for Reparations.
Salary Scale	MA 4 - Rs. [64,320 - 10 x 1,360 - 15 x 1,670 - 5 x 2,040 - 113,170] (As per the Management Service Circular 01/2025 dated 25.03.2025)
Work Station	Colombo Head Office

Reparations Officer (Positions 06)**MA -3**

Job Description	Facilitate, coordinate, and assist in the implementation of reparations programmes and initiatives in accordance with the institutional mandate, policies, and approved guidelines.
Nature of Appointment	Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund
In addition to the basic qualifications and conditions stated above, the candidate should fulfil the following Educational and Professional Qualifications	<u>External Candidates:</u> A Bachelor's Degree in Law, Public Administration, Sociology, Political Science, Economics, Development Studies or any other field relevant to the subject area of the post, which is recognized by the University Grants Commission. <u>Internal Candidates:</u> Having obtained the qualifications required by the external candidates mentioned above.
Method of Recruitment	Structured Interview will be conducted by a panel to be appointed by the Board of Office for Reparations.
Salary Scale	MA 3 - 2025 Rs. (53,940 -10 x 800 -11 x1,190 - 10 x 1,320 - 5 x 1,350 - 94,980) (As per the Management Service Circular 01/2025 dated 25.03.2025)
Work station	Trincomalee/Kilinochchi/Vavuniya/Puttalam/Matara/Hambantota

Management Assistant - Non-Technological (Positions 08)**MA 1-1**

Job Description	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
Nature of Appointment	Permanent with entitlement to Employees' Provident Fund and Employees 'Trust Fund.
In addition to the basic qualifications and conditions stated above, the candidate should fulfil the following: Educational and Professional Qualifications	<p><u>External Candidates:</u></p> <p>a. Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects, including</p> <ul style="list-style-type: none">i. Sinhala/ Tamilii. Mathematicsiii. English language (if necessary for the post) <p style="text-align: center;">And</p> <p>b. Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.</p> <p><u>Internal Candidates:</u></p> <p>Employees of the categories of Primary Level-Skilled, Primary Level-Semiskilled and Primary Level-Unskilled who possess the following qualifications are eligible to apply.</p> <p>Educational:</p> <p>a. Having passed the G.C.E. (O/L) examination in six subjects with credit passes for four subjects, including</p> <ul style="list-style-type: none">i. Sinhala/ Tamilii. Mathematicsiii. English language (if necessary for the post) <p style="text-align: center;">And</p> <p>b. Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category.</p>
Method of Recruitment	Candidate will be selected through a written competitive examination containing language proficiency, an Aptitude test and subject knowledge relevant to the post and a Structured Interview conducted by a panel to be appointed by the Board of Office for Reparations.
Salary Scale	MA 1-1 -2025Rs.[46,220–10X540–7X630–4X890 –20 X 1,190 _83,390] (As per the Management Service Circular 01/2025 dated 25.03.2025)
Work station	Colombo Head Office

Driver (Position 02)	PL3
Job Description	<p>Drive official vehicles of the Office for Reparations safely and efficiently, including transporting staff, documents, and equipment.</p> <p>Maintain vehicles in good working condition, including monitoring fuel, oil, water, and other fluid levels, and reporting any mechanical faults or required maintenance.</p>
Nature of Appointment	Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.
<p>In addition to the basic qualifications and conditions stated above, the candidate should fulfil the following Educational and Professional Qualifications.</p>	<p><u>External Candidates:</u></p> <p>Having passed six (06) subjects in G.C.E. (O/L) examination, with at least two (02) credit passes in a maximum of two sittings.</p> <p style="text-align: center;">And</p> <p>Having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles and a minimum of three (03) years of experience in driving after obtaining the driving license.</p> <p><u>Internal Candidates:</u></p> <p>Having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles, and a minimum of three years of experience in driving after obtaining the driving license.</p> <p style="text-align: center;">And</p> <p>Completion of a minimum of five (05) years satisfactory service in a post in the category of Primary Semi Skilled (PL2) or Primary Unskilled (PL1)</p>
Method of Recruitment	Structured Interview and a Trade Test will be conducted by a panel to be appointed by the Board of Office for Reparations.
Salary Scale	PL 3 -2025 Rs. [43,280 -10 x 490 -10 x 540-10 x 590 -12 x 630 -67,040] (As per the Management Service Circular 01/2025 dated 25.03.2025)
Work station	Colombo Head Office

12.2 Professional Qualifications *(Copies of the certificates should be attached.)*

Course	Institution	Effective date

12.3. Other Qualifications

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12.4. Language Skills (indicate the level of proficiency in the appropriate cage using the index given below):

Languages	Reading	Writing	Conversation
Sinhala			
Tamil			
English			
Others (Specify)			

Index:

- A- Fully Competent
- B- Moderately Competent
- C- Can Manage with difficulty
- D- Not Competent

13. Experience relevant for the position applied for

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14. Preferred language for sitting the written selection examination; (Sinhala/Tamil/English):

E. Certification of the Applicant

I hereby declare that the above-furnished information is correct and accurate.

Date: -

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Applicant's Signature

F. (This part is applicable only to candidates currently employed in the Government Sector / Statutory Bodies) .

Attestation of the Head of the Department / Institution.

I hereby certify that Dr./Mr./Mrs./Miss.....who is working in this ministry/ department / institution, is working in the postand his /her work and conduct are satisfactory, no disciplinary action pending against him/ her and no decision has been taken to impose any such in the future. If he / she will be selected for this post, he / she can /cannot be released from the service.

Date:.....

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Signature of the Head of the Department /Institute

Name :-

Designation :-

Ministry/Department/ Institute: -

(Place the official stamp)