



அகற்றப்பட்டவர்கள் மற்றும் காணாமல் போனவர்களைப் பற்றிய அலுவலகம்  
காணாமல் போனவர்கள் பற்றிய அலுவலகம்  
THE 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 on 2 years **contract basis** (including a 3-month probation period) in the Office on Missing Persons.

### 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.

**Salary :** Rs. 80,295 /= + Other approved allowances are entitled.

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 prepare 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 state sector, 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 :** Rs.80,295 /= + Other approved allowances are entitled.

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.

**Salary** : Rs.80,295 /= + Other approved allowances are entitled.

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.

**Salary** : Rs.80,295 /= + Other approved allowances are entitled.

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

## SENIOR PROTECTION OFFICER (Position 01)

MM 1-1

**Job Summary :** Attend to the Duties and Responsibilities of the Head of the unit in carrying out the functions of the unit including planning of systems and processes for the protection of victims, witnesses and the staff of the Office on Missing Persons.

**Qualifications :** A Degree in Human Rights/ Law/ Social Science/ Psychology/ Counselling 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** : Rs. 53,175 /= + Other approved allowances are entitled.

**SENIOR DATA ANALYST (Position 01)****MM 1-1**

**Job Summary :** Attend to the Duties and Responsibilities of Develop and maintain data collection methods, data analysis and other strategies that improve the efficiency and status of statistics in the Data Management division of the Office of Missing Persons.

**Qualifications :** 1. A Degree in Information Technology/ Computer Science/ Mathematics/ Statistics 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.

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

**AND**

A minimum of one year post qualifying experience in the relevant field on Public Service, 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 :** Rs. 53,175 /= + Other approved allowances are entitled.

**REGIONAL COORDINATOR (Main) (Position 01)****MM 1-1**

**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. 53,175 /= + Other approved allowances are entitled.

**REGIONAL COORDINATOR (Sub) (Position 03)****MM 1-1**

**Job Summary :** Attend to the Duties and Responsibilities of the Sub-office, including supervise and monitor the smooth and effective functioning of the sub-office and coordinate activities with Head Office, Regional 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. 53,175 /= + Other approved allowances are entitled.

**ADMINISTRATIVE OFFICER (Position 01)****JM 1-1**

**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 :** Rs. 42,600 /= + Other approved allowances are entitled.

**IT OFFICER (Position 02)****JM 1-1**

**Job Summary :** Attend to the Duties and Responsibilities of to carry out the functions of the Data Management Division to Installing and configuring computer hardware, software, systems, networks, printers and scanners and Monitoring and maintaining computer systems and networks and Providing technical support across the office.

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

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

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 (05) years post qualifying experience in a relevant field in a corporation, statutory board/ institution or a reputed private institution

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 five (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 :** Rs. 42,600 /= + Other approved allowances are entitled.

**RESEARCH OFFICER (Position 01)****JM 1-1**

**Job Summary :** Attend to the Duties and Responsibilities of the work of the Research Unit of the Office on Missing Persons.

**Qualifications :** A Degree in Law/ Social Science/ Criminology 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. 42,600 /= + Other approved allowances are entitled.

**VICTIM AND FAMILY SUPPORT OFFICER (Position 07)****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 :** Rs. 42,600 /= + Other approved allowances are entitled.

**COMMUNICATION OFFICER (Position 02)****JM 1-1**

**Job Summary :** Attend to the Duties and Responsibilities of to develop and implement an effective communications strategy for OMP, which includes content, media engagement and social media and build and maintain relationships with journalists, bloggers, investors and customer audiences that will help advance work of Office on Missing Persons.

**Qualifications :** A Degree in Mass Media/ Mass Communication which is recognized by the U.G.C.

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

**Salary :** Rs. 42,600 /= + Other approved allowances are entitled.

**TRANSLATOR (Position 02)****MA 1-1**

**Job Summary :** Attend to the duties and Responsibilities of Reads through or listens to material in one language, ascertains understanding of the meaning and context of that material, and converts it into a second language, making sure to preserve original meaning.

**Qualifications :** A Degree in Translation Studies/ Languages (Sinhala/Tamil/English) which is recognized by the U.G.C.

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

**Salary :** Rs. 37,970 /= + Other approved allowances are entitled.

**Job Summary :** To assist the Chairman and ED by performing all secretarial functions.

**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) Diploma in Human Resources Management/ Secretarial/ Administrative Studies will be an added advantage.

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

**Salary** : Rs. 27,910 /= + Other approved allowances are entitled.

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

**Qualifications :**

- d) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including,
  - iv. Sinhala/ Tamil
  - v. English language
  - vi. Mathematics
- e) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.
- f) Computer Training or Data Entry Certification will be an added advantage.

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

**Salary** : Rs. 27,910 /= + Other approved allowances are entitled.

**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 :**

- g) 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
- h) 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** : Rs. 27,910 /= + Other approved allowances are entitled.

## 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. 26,290 /= + Other approved allowances are entitled.

## 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. 24,750 /= + Other approved allowances are entitled.

### 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 well.
  - ✓ Should be able to serve in any part of the Island.
  - ✓ Should be of excellent moral character.
- Computer literacy is an added qualification.
- The upper age limit will not apply to the internal candidates.
- Should complete the application form provided by us.
- If a person is already employed in the Government Sector or a Semi- Government Sector, the application should be submitted through the Head of the relevant institution or department.
- **The position applied for should be mentioned** in the upper left-hand corner of the application envelope. Applications that do not specify the position will be **rejected**.
- Applicants must have completed all the qualifications by the last date of receipt of applications.
- The short-listed applicants will be selected on the basis of high score obtained in a structured interview conducted by an interview panel appointed by the Board of Directors.

- These posts are on a 2-year fixed-term **contract basis** (including a 3-month probation period). In addition to the basic salary, Other approved allowances are entitled.
- Applications, along with copies of relevant certificates, are requested to be sent through registered post or by hand to the **Executive Director, Office on Missing Persons, No. 40, 03rd Floor, Buthgamuwa Road, Rajagiriya** before **05 November 2024**.

**Mahesh Katulanda (AAL)**  
**Chairman**  
**Office on Missing Persons**