



# OFFICE ON MISSING PERSONS (OMP)

## 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 independent Commission. The tasks of the OMP as provided in the Act broadly includes tracing the whereabouts of the missing and the disappeared, provide redress to victims and families of the missing and disappeared during different periods of conflict and political upheavals in the country. It is also tasked with the responsibility of forwarding recommendations for non-recurrence to the Government.

Applications are invited from suitably qualified persons for the following posts :

### EXECUTIVE DIRECTOR HM 1-3

#### Job Summary :

Responsible for overall functioning of the OMP under the direction of the Chairperson and Commissioners and is the line Manager to Heads of Units and liaising with the relevant Ministries/State Authorities and other relevant institutions.

He/she would be responsible for the preparation and the implementation of the strategic plan of the OMP.

#### Qualifications :

- A Bachelor's Degree in Administration/ Management/ Law / Economics/ Social Science/ Business Studies / Public Administration /Political Science and Public Policy which is recognized by the U.G.C WITH a Postgraduate Degree qualification (Masters) in a relevant field/ Human Rights or Associate Membership of a recognized professional Chartered Institute (CIMA/ ACCA/ ICA) WITH a minimum of 15 years' experience at a "Managerial Level" out of which 03 years experience should be at Senior Managerial Level with a proven track record in a Corporation, Statutory Board/Institution or a reputed Private Institution.
- OR
- Full Membership of a recognized professional Chartered Institute (CIMA/ ACCA/ICA) WITH a minimum of 15 years' experience at a "Managerial Level" out of which 03 years of experience should be at Senior Managerial Level with a proven track record 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 candidates who are already in the permanent posts in the Government Sector.

Salary Point : Rs. 77,841/- (2019)

Salary Scale : Rs. 86,865 - 15 x 2,270 - 120,915/- (This scale would be effective from 01.01.2020)

Entitled to an official vehicle with a fuel allowance and other applicable allowances.

### SECRETARY TO THE BOARD / HEAD OF FINANCE & ADMINISTRATION HM 1-1

#### Job Summary :

Responsible for preparing the annual budget and the execution and monitoring of all financial operations and management of human resources and administration of the OMP and liaising with the relevant Ministries/ Authorities and other relevant Institutions.

#### Qualifications :

- A Bachelor's Degree in Administration / Finance / Accounting / Management / Human Resource Management / Public Management which is recognized by the U.G.C WITH a Postgraduate Degree qualification (Masters) in a relevant field or Associate Membership of a recognized professional Chartered Institute (CIMA/ACCA/ICA) WITH a minimum of 12 years' experience at a "Managerial Level" in a Corporation, Statutory Board/Institution or a reputed Private Institution.
- OR
- Full Membership of a recognized professional Chartered Institute (CIMA/ACCA/ICA) WITH a 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 candidates who are already in the permanent posts in the Government Service.

Salary Point : Rs. 71,942/- (2019)

Salary Scale : Rs. 80,295 - 15 x 2,270 - 114,345/- (This scale would be effective from 01.01.2020)

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

### HEAD OF LEGAL, POLICY AND RESEARCH HM 1-1

#### Job Summary :

Providing leadership and guidance in the formulation of a strategy required for legal, policy and research interventions required by the OMP including monitoring the work of the unit.

#### 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 Law WITH a 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 candidates who are already in the permanent posts in the Government Service.

Salary Point : Rs. 71,942/- (2019)

Salary Scale : Rs. 80,295 - 15 x 2,270 - 114,345/- (This scale would be effective from 01.01.2020)

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

### HEAD OF COMMUNICATION & OUTREACH HM 1-1

#### Job Summary :

Developing strategies for outreach, communication and media interventions required by the OMP including providing guidance for implementation.

#### 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 a relevant field WITH a 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 candidates who are already in the permanent posts in the Government Service.

Salary Point : Rs. 71,942/- (2019)

Salary Scale : Rs. 80,295 - 15 x 2,270 - 114,345/- (This scale would be effective from 01.01.2020)

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

### HEAD OF DATA MANAGEMENT HM 1-1

#### Job Summary :

Responsible for developing, maintaining and monitoring the Database Systems and establishing the unit and to respond to the needs, mandate, duties and functions of the OMP.

#### Qualifications :

A Bachelor's Degree in Computer Science / Information Technology / Statistics with Computer Science / Information Communication Technology / Computing & Information System which is recognized by the U.G.C WITH a Postgraduate Degree qualification (Masters) in a relevant field WITH a 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 candidates who are already in the permanent posts in the Government Service.

Salary Point : Rs. 71,942/- (2019)

Salary Scale : Rs. 80,295 - 15 x 2,270 - 114,345/- (This scale would be effective from 01.01.2020)

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

### HEAD OF PROTECTION HM 1-1

#### Job Summary :

Responsible for the development of protection strategies for victims and witnesses/staff of the OMP including developing protocols and modalities related to witness and victim protection including the supervision of the protection units at the regional offices.

#### 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 WITH a 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 candidates who are already in the permanent posts in the Government Service.

Salary Point : Rs. 71,942/- (2019)

Salary Scale : Rs. 80,295 - 15 x 2,270 - 114,345/- (This scale would be effective from 01.01.2020)

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

### HEAD OF TRACING UNIT HM 1-1

#### Job Summary :

Responsible for planning & setting up of the Tracing and Investigation Unit including providing technical support for search, forensic investigation, data management and ensure close cooperation among relevant units establishing a multidisciplinary and integrated approach.

#### Qualifications :

A Bachelor's Degree in Law/ Criminology / Social Science which is recognized by the U.G.C WITH a Postgraduate Degree qualification (Masters) in a relevant field / Human Rights WITH a 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 candidates who are already in the permanent posts in the Government Service.

Salary Point : Rs. 71,942/- (2019)

Salary Scale : Rs. 80,295 - 15 x 2,270 - 114,345/- (This scale would be effective from 01.01.2020)

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

### HEAD OF VICTIM & FAMILY SUPPORT HM 1-1

#### Job Summary :

Take the lead in planning and reviewing strategies for psychosocial support and community service activities of the OMP, including drawing up of protocols, monitoring the activities of the unit and developing a system of referral.

#### Qualifications :

A Bachelor's Degree in Psychology / Counselling & Psychology / Philosophy & Psychology / Social Science / Peace & Conflict Resolution which is recognized by the U.G.C WITH a Postgraduate Degree qualification (Masters) in a relevant field WITH a 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 candidates who are already in the permanent posts in the Government Service.

Salary Point : Rs. 71,942/- (2019)

Salary Scale : Rs. 80,295 - 15 x 2,270 - 114,345/- (This scale would be effective from 01.01.2020)

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

### ASSISTANT HEAD OF ADMINISTRATION MM 1-1

#### Job Summary :

Be a part of the administration team, coordinating the work and liaising with the Executive Director, Head of Finance 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 WITH 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 Point : Rs. 47,668/- (2019)

Salary Scale : Rs.53,175 - 10 x 1,375 - 15 x 1,910 - 95,575/- (This scale would be effective from 01.01.2020)

### ASSISTANT HEAD OF FINANCE & PROCUREMENT MM 1-1

#### 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 :

- A Degree in Accounting/ Finance/ Commerce which is recognized by the U.G.C WITH a minimum of one year post qualifying experience in the relevant field to the post.
- OR
- Having passed the Intermediate Examination of a recognized professional Chartered Institute (CIMA/ACCA/ ICA) or full qualification in CMA WITH a minimum of one year post qualifying experience in the relevant field to the post.
- OR
- Higher National Diploma in Accountancy (HNDA) WITH 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 Point : Rs. 47,668/- (2019)

Salary Scale : Rs.53,175 - 10 x 1,375 - 15 x 1,910 - 95,575/- (This scale would be effective from 01.01.2020)

### REGIONAL COORDINATOR MM 1-1

#### Job Summary :

Co-ordinate, supervise and monitor the smooth and effective functioning of the regional offices providing leadership and guidance.

The Duty Stations for the Regional Coordinators are Matara and Mannar and those selected will have to be stationed in the respective Regional Office.

#### Qualifications :

A Degree in Law/ Human Rights/ Management/ Administration/ Human Resource Management/ Public Management which is recognized by the U.G.C WITH 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 Point : Rs. 47,668/- (2019)

Salary Scale : Rs. 53,175 - 10 x 1,375 - 15 x 1,910 - 95,575/- (This scale would be effective from 01.01.2020)

### ADMINISTRATIVE OFFICER JM 1-1

#### Job Summary :

Co-ordinating and assisting the Administration Unit in relation to carrying out tasks and functions effectively.

#### Qualifications :

A Degree in Administration/ Management/ Human Resources 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 Point : Rs. 38,185/- (2019)

Salary Scale : Rs. 42,600 - 10 x 755 - 18 x 1,135 - 70,580/- (This scale would be effective from 01.01.2020)

### MAINTENANCE OFFICER JM 1-1

#### Job Summary :

Co-ordinating and assisting Assistant Head of Administration in all administrative and logistical functions of the OMP.

#### Qualifications :

- A Degree in Engineering/ Technology/Facilities Management which is recognized by the U.G.C.
- OR
- 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
- 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 WITH at least five (05) years post qualifying experience in a relevant field in a Corporation, Statutory Board/ Institution or a reputed Private Institution.
- OR
- 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 WITH 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 Point : Rs. 38,185/- (2019)

Salary Scale : Rs. 42,600 - 10 x 755 - 18 x 1,135 - 70,580/- (This scale would be effective from 01.01.2020)

### RESEARCH OFFICER JM 1-1

#### Job Summary :

Assist in 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 Point : Rs. 38,185/- (2019)

Salary Scale : Rs. 42,600 - 10 x 755 - 18 x 1,135 - 70,580/- (This scale would be effective from 01.01.2020)

### COMMUNICATION OFFICER JM 1-1

#### Job Summary :

Develop and implement an effective communication strategy for the OMP, which includes developing content, facilitating media engagement, building social media platforms and liaising with relevant media institutions.

#### 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 Point : Rs. 38,185/- (2019)

Salary Scale : Rs. 42,600 - 10 x 755 - 18 x 1,135 - 70,580/- (This scale would be effective from 01.01.2020)

### IT OFFICER JM 1-1

#### Job Summary :

Responsible for providing technical support across the organization in monitoring and maintaining computer systems, network and other relevant equipment.

#### Qualifications :

- A Degree in Information Technology/ Computer Science which is recognized by the U.G.C.
- OR
- 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
- 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 WITH at least five (05) years' post qualifying experience in a relevant field in a Corporation, Statutory Board/ Institution or a reputed Private Institution.
- OR
- 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 WITH 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 Point : Rs. 38,185/- (2019)

Salary Scale : Rs. 42,600 - 10 x 755 - 18 x 1,135 - 70,580/- (This scale would be effective from 01.01.2020)

### VICTIM & FAMILY SUPPORT OFFICER JM 1-1

Duty Station : Colombo, Matara & Mannar

#### Job Summary :

Be a part of the victim and family support unit ensuring victim centered approach in relation to all engagement and services provided by the OMP to the families of the disappeared and the relevant including strengthening and maintaining a gender sensitive environment.

#### Qualifications :

A Degree in Human Rights/ Psychology/ Counselling & 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 Point : Rs. 38,185/- (2019)

Salary Scale : Rs. 42,600 - 10 x 755 - 18 x 1,135 - 70,580/- (This scale would be effective from 01.01.2020)

### TRANSLATOR MA 4

#### Job Summary :

Undertake all translation work related to the work of the Office on Missing Persons and assist in compliance of the Official Languages Act, 14 of 2016.

#### Qualifications :

A Bachelor's Degree in Linguistics / Translation Studies/ Languages (Sinhala/Tamil/English) which is recognized by the U.G.C.

Should be a Sworn Translator.

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

Salary Point : Rs. 34,022/- (2019)

Salary Scale : Rs. 37,970 - 10 x 755 - 15 x 930 - 5 x 1,135 - 65,145/- (This scale would be effective from 01.01.2020)

### MANAGEMENT ASSISTANT MA 1-1

Duty Station : Colombo, Matara & Mannar

#### Job Summary :

Undertake functions/Activities specially assigned by the Appointing Authority to support / supplement the discharging of duties by the Managerial, Administrative and Executive Grades of the OMP.

#### Qualifications :

- Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including,
  - Sinhala/Tamil
  - English language
  - Mathematics
- 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 Point : Rs. 25,018/- (2019)

Salary Scale : Rs. 27,910 - 10 x 300 - 7 x 350 - 4 x 495 - 20 x 660 - 48,540/- (This scale would be effective from 01.01.2020)

### PERSONAL ASSISTANT TO CHAIRPERSON/ED MA 1-1

#### Job Summary :

To assist the Chairman and ED by performing all secretarial functions.

#### Qualifications :

- Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including,
  - Sinhala/ Tamil
  - English language
  - Mathematics
- Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.
- 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 Point : Rs. 25,018/- (2019)

Salary Scale : Rs. 27,910 - 10 x 300 - 7 x 350 - 4 x 495 - 20 x 660 - 48,540/- (This scale would be effective from 01.01.2020)

### DRIVER PL 3

Duty Station : Colombo, Matara & Mannar

#### Job Summary :

Driving the assigned vehicle/s while performing the other duties such as maintenance of vehicle/s and keeping related records.

#### Qualifications :

Having passed six (06) subjects in the G.C.E. (O/L) examination, at least with two (02) credit passes in maximum of two sittings WITH having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles WITH 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 Point : Rs. 23,566/- (2019)

Salary Scale : Rs. 26,290 - 10 x 270 - 10 x 300 - 10 x 330 - 12 x 350 - 39,490 (This scale would be effective from 01.01.2020)

### KARYALA KARYA SAHAYAKA (OFFICE AIDE) PL 1

Duty Station : Colombo, Matara & Mannar

#### Job Summary :

Undertake work assigned by the appointing authority & assisting in the functioning and activities of the Office on Missing Persons.

#### 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.

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