



Prime Minister's Office

THE SECRETARIAT FOR COORDINATING RECONCILIATION MECHANISMS (SCRM)

Vacancies

Applications are invited from suitably qualified persons for the following posts at the Secretariat for Coordinating Reconciliation Mechanisms (SCRM).

1. Deputy Director - Research & Policy Unit
2. Deputy Director - Administration & Finance
3. Program Associate - Legal Unit
4. Program Associate - UN and International Affairs Coordinating Unit
5. Program Associate - Communication Unit
6. Program Associate - Local Activities Coordination Unit
7. Trainee - IT & Communication Unit
8. Secretary to Secretary General

- ✓ Those outside the Government Service will be employed on the contract basis.
- ✓ Officers of the Government Service will be appointed on the basis of secondment for the relevant post.
- ✓ Only shortlisted applicants will be called for a structured interview.
- ✓ Priority will be given to those well conversant in Sinhala, Tamil and English.
- ✓ Proficiency in UN languages will be an added qualification
- ✓ Should be physically and mentally fit to discharge the duties of the post well
- ✓ Should be of excellent moral character
- ✓ Sound knowledge in Information Technology

	Post	Job Responsibilities	Qualifications	Salary
01	Deputy Director- Research & Policy Unit	<ol style="list-style-type: none"> 1. Liaise with Communication unit and Local Activities Coordinating unit in providing necessary material or prepare briefs/external communications 2. Oversee Research on best practices worldwide relating to reconciliation agenda, and advice the SCRM on possible approaches 3. Aid the communication unit in handling crisis communications as well as developing crisis communication plans by directly providing of briefs, research material. 4. Communicate to the Secretary General and relevant parties on research briefs, work plans, monitoring mechanisms and timelines 5. Undertake relevant research work in relation to the reconciliation and peace building agenda 6. Undertake relevant research work on governance, politics and security with regard to the reconciliation agenda 7. Undertake the preparation of periodic reports and /or publication material that can be disseminated in terms of peace building and reconciliation 	<p>A Degree in Sociology or Management or Commerce or International relations or Social Science or any other relevant field which is recognized by the University Grants Commission</p> <p style="text-align: center;">And</p> <p>A minimum of two years' working experience in the relevant field</p> <p>-Publications of Research papers/ Newspaper articles will be an added advantage</p> <p>Age should be not less than 25 years and not more than 50 years</p>	An all-inclusive monthly allowance of Rs. 60,000/-

		<p>8. Undertake the preparation of instruments to gauge public perception of reconciliation activities</p> <p>9. Review media monitoring reports provided by the communication division and undertake research to determine their impact on the functions of SCRM, accuracy of information portrayed in the media etc.</p> <p>10. Performing any other tasks assigned by the Director and Secretary General</p>		
02	Deputy Director Administration & Finance	<p>1. To assist the Head of Establishment in Supervision of Administration and Finance Division work and cover up her duties in absence.</p> <p>2. Facilitate administration procedures and documentation</p> <p>3. Facilitation of meetings, conferences, and other special events</p> <p>4. Assist in coordination, supervision, and completion of special projects, as appropriate</p> <p>5. Liaise and keep close contact with units at SCRM involved in programme implementation and assist them in all matters pertaining to logistics and procurement</p>	<p>A Degree in the field of Administration/Management/ Business Administration /Finance / Accounting in a recognized university by the University Grant Commission</p> <p>With</p> <p>At least 02 years of working experience relevant field</p> <p>Or</p> <p>An officer in the Sri Lanka Administrative Service (with finance background)/ Sri Lanka Accountants service in Grade II/III</p>	<p>An all-inclusive monthly allowance of Rs. 60,000/-</p>

	<ol style="list-style-type: none">6. Responsible for the control and maintenance of the budgets in accordance with the allocation of provisions, budget policy and regulations7. Manage the accounts of SCRM as per internal policies.8. Prepare tender documents and administer contracts9. Engage in ongoing cost reduction analyses in all areas of the organization.10. Monitor cash balances and cash forecasts.11. Oversees the preparation of budgets for SCRM.12. Oversees the operation of office accounts, and plans and monitors expenditures; as appropriate, develops and/or coordinates budgets for the office and associated accounts13. Handling the official Bank Account.14. Performing any other tasks assigned by the Head of Establishments or Secretary General		
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03	Program Associate Legal Unit	<ol style="list-style-type: none"> 1. Prepare Proposals, Minutes and other supporting documents. 2. Assist in coordination and organizing of Meeting 3. Assist in drafting information materials and legal documents. 4. Liaise and follow up with different stakeholders and partners. 5. Support in responding to inquiries of information. 6. Assist in preparation of any external Reports. 7. Performing any other tasks as deemed necessary by the Director. 	<p>A Degree in Law or any other relevant field which is recognized by the University Grants Commission</p> <p style="text-align: center;">And</p> <p>A minimum of one year working experience in the relevant field</p> <p style="text-align: center;">Or</p> <p>An Attorney at Law with three years' court practice</p> <p>Age should be not less than 25 years and not more than 35 years</p>	An all-inclusive monthly allowance of Rs. 37,000/-
04	Program Associate – UN and International Affairs Coordinating Unit	<ol style="list-style-type: none"> 1. Prepare proposals, minutes and other supporting documents 2. Assist in coordination and organization of meetings 3. Assist in drafting information materials 4. Liaise and follow up with different stakeholders and partners 5. Support in responding to inquiries and request of information 	<p>A Degree in International Relations or Human Rights or any other relevant field which is recognized by the University Grants Commission</p> <p style="text-align: center;">And</p> <p>A minimum of one-year working experience in the relevant field</p>	An all-inclusive monthly allowance of Rs. 37,000/-

		<ol style="list-style-type: none"> 6. Assist in preparation of any external reports 7. Performing any other tasks assigned by the Director or Secretary General 	<p>Age should be not less than 25 years and not more than 45 years</p>	
05	Program Associate– Communication Unit	<ol style="list-style-type: none"> 1. Assist in coordination and organization of meetings 2. Assist in drafting information materials 3. Liaise and follow up with different stakeholders and partners 4. Support in responding to inquiries and request of information 5. Assist in preparation of any external reports 6. Digital media marketing 7. Handing of software 8. Performing any other tasks assigned by the Director or Secretary General 	<p>A Degree in Information technology or Communication or Mass media or Political Science or any other relevant field which is recognized by the University Grants Commission</p> <p>And</p> <p>A minimum of one-year working experience in the relevant field</p> <p>Age should be not less than 25 years and not more than 45 years</p>	<p>An all-inclusive monthly allowance of Rs. 37,000/-</p>
06	Program Associate - Local Activities Coordination Unit	<ol style="list-style-type: none"> 1. Prepare proposals, minutes and other supporting documents 2. Assist in coordination and organization of meetings 3. Assist in drafting information materials 	<p>A Degree in Sociology or Statistics or Economics or any other relevant field which is recognized by the University Grants Commission</p> <p>And</p>	<p>An all – inclusive monthly allowance of Rs. 37,000/-</p>

		<p>4. Liaise and follow up with different stakeholders and partners</p> <p>5. Support in responding to inquiries and request of information</p> <p>6. Assist in preparation of any external reports</p> <p>7. Performing any other tasks assigned by the Director or Secretary General</p>	<p>A minimum of one-year working experience in the relevant field</p> <p>Age should be not less than 25 years and not more than 35 years</p>	
07	Trainee - IT & Communication Unit	<p>1. Assisting program Associate in Communication unit on following work</p> <p>a. Prepare proposals minutes and other supporting documents</p> <p>b. Assist in coordination and organization of meetings</p> <p>c. Assist in drafting information materials</p> <p>d. Liaise and follow up with different stakeholders and partners</p> <p>e. Support in responding to inquiries and request of information</p> <p>f. Assist in preparation of any external reports</p>	<p>A Degree which is recognized by the University Grants Commission</p> <p>Age should be not less than 23 years and not more than 45 years</p>	<p>An all-inclusive monthly allowance of Rs. 20,000/-</p>

		<p>g. Assist in digital media relationship</p> <p>h. Assist in handling with software</p> <p>2. Any other work assigned by the Director or Deputy director of Communication unit</p>		
08	Secretary to Secretary General	<ol style="list-style-type: none"> 1. Responding to incoming and outgoing communications to and from the Secretary General 2. Receive and transmit verbal and written messages to the Secretary General 3. Scheduling of appointments for the Secretary General 4. Scheduling meeting for Secretary General 5. Keeping track of meetings that the Secretary General has to attend in his schedule 6. Making travel and other arrangements on request 7. Take minutes of meetings on request from the Secretary General 8. Drafting letters for Secretary General 9. Any other duties assigned by the Secretary General 	<p>Passed 3 subjects of G C E (A/L) examination in one sitting in any stream</p> <p>And</p> <p>A diploma in secretarial work from a reputed institute</p> <p>And</p> <p>Five (05) years' experience as a Secretary in Government or recognized private sector organization</p> <p>Age should be not less than 25 years and not more than 45 years</p>	<p>Rs. 60,000/- allowance + Rs. 50,000 transport allowance (monthly)</p>

Please note that all applications should be sent in on or before 20.02.2019 to the Secretary to the Prime Minister, Prime Minister's Office, No: 58, Sir Ernest De Silva Mawatha, Colombo 07 or email to info@pmoffice.gov.lk along with the copies of certificates to ascertain educational and professional qualifications and experience.

Post applied for should be mentioned on the left-hand corner of the envelope. Applicants from public / corporate sector organizations should channel their applications through the respective Heads of Organization. If applying for more than one post, please note that separate applications should be sent.

Canvassing in any form will be a disqualification

Secretary to the Prime Minister

Prime Minister's Office

No: 58, Sir Ernest De Silva Mawatha,

Colombo 07.

Sri Lanka.