



அவர்தான் விவரத்தைத் தெரிவிக்கக் கார்ட்டு
காணாமல் போன ஆட்கள் 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 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 : 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 a relevant field or Associate membership of a recognized professional Chartered Institute, Full membership of a recognized professional Chartered Institution in relevant field **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 : Rs. 80,295 /=

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

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.
- 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.
- Computer literacy is an added qualification.
- 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.
- 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 **23 December 2024**.

Mahesh Katulanda (AAL)
Chairman
Office on Missing Persons