



Prime Minister's Office

THE SECRETARIAT FOR COORDINATING RECONCILIATION MECHANISMS (SCRM)

Applications are invited from suitably qualified persons for the Post of **Director – Legal Unit** at the Secretariat for Coordinating Reconciliation Mechanisms (SCRM).

- ✓ 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	Director - Legal	1. Supervision of the work of the Legal Division 2. Reviewing legislation relating to reconciliation activities including legislature relating to Trust and Reconciliation commission, Office of Reparations, accountability and judicial mechanisms, identify SCRM's role provided for in those legislation and prepare briefs and reports for the Secretary General	An LLB or a degree in any other relevant field from a university recognized by the University Grant Commission with at least 03 years of working experience as an Attorney-at-Law of the Supreme Court And	Rs. 80,000.00 + Rs. 50,000 of transport allowance (if official vehicle not provided) for Government Service Servants - Allowance on Secondment basis

		<p>3. Oversee the coordination with Attorney General's Department with regard to reconciliation activities / drafting laws/regulations</p> <p>4. Provide guidance to draft legal documents for SCRM's functions with governmental, non – governmental and international organizations and other stakeholders</p> <p>5. Provide guidance to draft bills and relevant legal documents regarding the activities of the SCRM</p> <p>6. Performing any other tasks assigned by the Secretary General</p>	<p>Should not be less than 25 years and not more than 50 years</p>	
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Please note that all applications should be sent in on or before 20.03.2019 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.

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.