



Ministry of Finance, Economic Stabilization and National Policies

Trade National Single Window System Project (TNSWSP)

Vacancy Announcement

Introduction

Government of Sri Lanka has decided to establish a Trade National Single Window System as a single entry point for submission of documents and data requirements by the traders on their cross border trade flows (Imports, Exports and Transshipments) to the Border Trade Regulatory Agencies. The result of such process shall also be notified to the applicants through the automated Trade National Single Window System.

Accordingly, the Ministry of Finance, Economic Stabilization and National Policies has decided to establish a dedicated Project Implementation Unit (PIU) to implement the proposed Trade National Single Window System Project and call applications from the most eligible candidates for the following positions initially of the proposed PIU of the Trade National Single Window System Project;

	Job Titles	No. of Posts	Salary Scale as of MSD Circular No. 01/2019*
1.	Project Director	01	PS1
2.	Single Window Design Architect	01	PS2
3.	Finance and Administration Manager	01	PS3
4.	Procurement Specialist	01	PS3
5.	Coordinated Border Management Specialist	01	PS3
6.	Senior Business Process Re-engineering Officer	01	PS5
7.	Senior Legal and Regulatory Affairs Officer	01	PS5

*Note : Management Service Circular No.01/2019 (<https://www.treasury.gov.lk/news>)

Qualifications :

1.) Project Director

- Master's degree in Economics or International Trade or Public Administration or Public Policy, or a relevant field, which is recognized by the University Grants Commission; **or**
- A qualification recognized by the University Grants Commission as an equivalent qualification in the relevant field;
- Certificate in Project Management in recognized institution is preferred; **and**
- Minimum 12 years of experience in project management (with direct experience in a Sri Lankan government agency is preferred) out of which at least 06 years of experience should be at Senior Managerial Level;
- Proficiency and experience working with a National Single Window or similar investment one-stop shop are preferred.

2.) Single Window Design Architect

- Bachelor's Degree in Computer Science or Information Technology or Software Engineering or a relevant field, which is recognized by the University Grants Commission; **or**
- A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in relevant field;
- Master's Degree in relevant field, which is recognized by the University Grants Commission is preferred;
- Certificate in Project Management of a recognized institution is preferred; **and**
- Minimum 10 years of working experience related to large-scale ICT systems, out of which at least 05 years of experience should be at Senior Managerial Level;

3.) Finance & Administration Manager

- Bachelor's Degree in Finance or Economics or Business, or a relevant field, which is recognized by the University Grants Commission; **or**
- A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field;
- Master's Degree in relevant field, which is recognized by the University Grants Commission is preferred;
- Certification from the Institute of Chartered Accountants or equivalent is preferred; **and**
- Minimum 08 years of experience in Finance, Administration, Operations, and compliance with complex projects, out of which at least 04 years should be at Senior Managerial Level; **or**
- Class I Officer of Government All Island Services or a similar status in the relevant field with at least 02 years of experience in the Class I post.

4.) Procurement Specialist

- Bachelor's Degree in Business or Public Administration or Supply Chain Management, or a relevant field, which is recognized by the University Grants Commission; **or**
- A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in relevant field;
- Master's Degree in relevant field, which is recognized by the University Grants Commission is preferred;
- Followed an Advanced Certificate Course in Public Procurement and Assets Management or other procurement training (at least 06 months) recognized by the Government of Sri Lanka is preferred; **and**
- Minimum 10 years of experience in Procurement Operations or advising on procurements for ICT projects, out of which at least 04 years should be at Senior Managerial Level; **or**
- Class I Officer of Government All Island Services or a similar status in the relevant field with at least 02 years of experience in the Class I post.

5.) Coordinated Border Management Specialist

- Bachelor's Degree in Economics or Business or Public Administration or International Trade or Public Policy, or a relevant field, which is recognized by the University Grants Commission; **or**
- A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field;

- Master's Degree in relevant field which is recognized by the University Grants Commission is preferred; **and**
- Minimum 08 years of experience relevant to business process improvement, business process re-engineering, or performance measurement projects, out of which at least 04 years of experience should be at Senior Managerial Level; **or**
- Class I Officer of a Government All Island Services or a similar status in the relevant field with at least 02 years of experience in the Class I post.

6.) Senior Business Process Re-engineering Officer

- Bachelor's Degree in Business or Public Administration or Economics or International Trade or Public Policy, or a relevant field, which is recognized by the University Grants Commission; **or**
- A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in relevant field;
- Master's Degree in relevant field, which is recognized by the University Grants Commission is preferred; **and**
- Minimum 05 years of relevant experience in cross-border trade related business process reengineering.

7.) Senior Legal and Regulatory Affairs Officer

- Bachelor's Degree in Law, which is recognized by the University Grants Commission; **or**
- A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in relevant field;
- Master's degree in Law, which is recognized by the University Grants Commission is preferred; **and**
- Minimum 05 years of experience relevant to International Trade Law and Policy, Customs and Border Policy, Government Litigation, and/or Policy Risk Analysis; **and**
- Attorney-at-Law of the Supreme Court of Sri Lanka.

Common Conditions :

- Age should be less than 63 years as of 12.02.2024.
- Candidates will be recruited for a period of 36 months on Contract Basis subject to renewal of contract annually on the basis of annual performance appraisal.
- All required qualifications should be completed on or before 12.02.2024.
- The Secretary to the Ministry of Finance, Economic Stabilization and National Policies reserves the right on whether or not to fill the vacancies.
- The decision of the Secretary to the Ministry of Finance, Economic Stabilization and National Policies shall be final and conclusive in case of any matter not contained herein or any issue arisen during this recruitment process.
- Salary and other benefits will be given as per the Management Services Circular No. 01/2019 dated March 05, 2019.

How to apply :

Detailed Curriculum Vitae together with certified copies of certificates of educational / professional qualifications, working experience and two reference letters from two non-related referees including their contact details should be sent by eligible candidates by registered post only to reach the following address on or before 12.02.2024. The post you are applying for should be mentioned on the top left-hand corner of the envelope containing the application with other documents.

Address :

Director General
Department of Trade and Investment Policy
Ministry of Finance, Economic Stabilization and National Policies
The Secretariat
Colombo 01

Only the short-listed candidates will be called for an interview.

For further details including Job Descriptions, please visit <https://www.treasury.gov.lk/news>

The Secretary
Ministry of Finance, Economic Stabilization and National Policies
The Secretariat
Colombo 01.

Date : 28.01.2024