

MINISTRY OF TECHNOLOGY
DEPARTMENT FOR REGISTRATION OF PERSONS

Vacancies in e-NIC Project

Applications are invited for the following posts in Electronic National Identity Card Project (Investment above US\$ 50 million or its equivalent and less than US\$ 100 million) implemented under the Ministry of Technology, from the citizens of Sri Lanka who possess the required qualifications and experience.

01. Project Accountant - PS4 Category A (1 Post)

- **Job Profile**
 - Establishment and maintenance of a proper Accounting and financial management system according the GOSL procedures
 - Preparation of overall project budgets and estimates as well as annual estimates
 - Preparation of all payment vouchers including salaries, writing cheques for all certified payments
 - Preparation of EPF, ETF and PAYE records and remittance due to relevant authorities
 - Prepare Action Plan
 - Prepare bank reconciliations
 - Liaise with treasury on all matters pertaining to finance
 - Maintenance of project fund flow timely to ensure smooth functioning of project implementation
 - Application of Government rules and regulations in all matter related project finance and accounting
 - Working in ICT related financial environment
 - Ability to work long hours
 - Working with project team to achieve the objectives of the project up to the expected standards

02. Internal Auditor - PS4 Category A (1 Post)

- **Job Profile**
 - Establishment and maintenance of a proper financial, auditing and controlling system according the GOSL procedures
 - Maintenance project auditing activities timely to ensure smooth functioning of project implementation
 - Ensures a project complies with internal regulations and established control protocol
 - Prepares reports and preserves documentation pertaining to audits for internal record
 - Application of Government rules and regulations related to auditing procedures
 - Working in ICT related environment
 - Working with project team for the successful implementation of the project
- **Educational Qualifications and Experiences for above post 01 & 02**
 - 1) A successfully completed Bachelor's Degree in the 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

Or

An associate membership/A similar professional qualification obtained from a recognized professional institution in the relevant field

With

At least 07 years of post-qualifying experience in the relevant field
 - 2) An officer of the Government All Island Services Class III/II or above similar status in the relevant field.

With

At least 07 years of experience in class III/II post
- ❖ Experience gained in the similar projects related to the field of Finance and Accounting and in the field of Internal Audit, is an additional qualification for the above post.

03. Senior Procurement Officer: PS 5 - (1 Post)

- **Job Profile**
 - Assist Project Director and Procurement Specialist to implement all procurement related activities of the project
 - Assist Procurement Specialist for the preparation of procurement plans, bidding documents and service and maintenance agreements
 - Carrying out procurement related activities in accordance with procurement guidelines and procedures of the government as well as within government rules and regulations
 - Preparation of progress reports and monitoring reports related to the procurement activities
 - Maintenance of a proper filing system for all procurements of the project
 - Usage of ICT facilities to carry out procurement activities
 - Work with other members of the project team for the successful and timely implementation of the project.

Experience and Qualifications Required (1 or 2 or 3 below)

- 1). A Successfully completed Bachelor's Degree in the 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

OR

An Associate Membership/ A similar professional qualification obtained from a recognized professional institution in the relevant field

OR

Having obtained a certificate of proficiency not below than National Vocational Qualifications Level 7, issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission for a post related to Technical field

And

At least 04 years of experience in the required area of specialization
 - 2). Having obtained a certificate of proficiency not below than the National Vocational Qualification level 6, issued by a Technical/Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field

And

At least 09 years of experience in the required area of specialization
 - 3). Having obtained a certificate of proficiency not below than the National Vocational Qualification level 5, issued by a Technical/Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field

And

At least 14 years of experience in the required area of specialization
- **General Conditions**
 - Salary and other allowances will be based on Management Services Circular No. 01/2019 of 05.03.2019
 - Age should not be more than 63 years on the date of closing applications
 - Employees Provident Fund contribution by the Project 12%, against 8% by the employees plus an additional contribution of 3% towards Employees' Trust Fund
 - The appointment will be on contract basis and renewable subject to annual performance appraisal based on the need of the project

Applications furnishing the full particulars (with photocopies of certificates) should be sent to the Project Director, Electronic National Identity Card Project, 10th Floor, "B" Wing, Suhurupaya, Battaramulla under registered post on or before 31st May 2021.

Secretary,
Ministry of Technology