



Ministry of Finance, Planning and Economic Development

Department of Trade and Investment Policy

## Trade National Single Window System Project (TNSWSP)

# VACANCY ANNOUNCEMENT

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 requirement by the traders on their cross border trade flows (Imports, Exports and Transshipment) to the Border Trade Regulatory Agencies. The result of such process shall also be notified to the traders through the automated Trade National Single Window System.

Accordingly, the Ministry of Finance, Planning and Economic Development established a dedicated Project Implementation Unit (PIU) to implement the proposed Trade National Single Window System. Hence, applications are hereby invited from the most eligible candidates to fill the following positions of the PIU of the Trade National Single Window System Project.

### 1) Senior ICT Specification Officer – Development. (PS 5) - (01 Position)

#### Qualifications & Experience

- A Bachelor's degree in computer science, Information Technology, or a related field which is recognized by the University Grant Commission; **or**
- A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in relevant field; **or**
- Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7- issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission in a field related to the above post; **and**
- At least 03 years of experience in a related post.

**OR**

- 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 in a field related to the above post; **and**
- At least 08 years of experience in a related post.

**OR**

- 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 in a field related to the above post; **and**
- At least 13 years of experience in a related post.

### 2) Stakeholder Communication & Marketing Officer. (PS – 6A ) – (01 Position)

#### Qualifications & Experience

- A Bachelor's degree in Communication, Marketing or a related field which is recognized by the University Grant Commission, **or**
- A qualification recognized by the University Grant Commission as an equivalent qualification to the degree in the relevant field, **or**
- Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by Technical/Vocational Training Institute accepted by Tertiary and Vocational Education Commission for Communication and Marketing Field; **and**
- At least 1 year of experience in a related post.

**OR**

- Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6, issued by Technical/Vocational Training Institute accepted by Tertiary and Vocational Education Commission for Communication and Marketing field; **and**
- At least 6 years of experience in a related post.

**OR**

- Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5 issued by Technical/Vocational Training Institute accepted by Tertiary and Vocational Education Commission for Communication and Marketing Field; **and**
- At least 11 years of experience in a related post.

### 3) Contracts Officer. (PS 6B) - (01 Position)

#### **Qualifications & Experience**

- Bachelor's degree in Business, Economics, Supply Chain Management, Public Administration from any institution, recognized by the University Grants Commissions; or
- A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in relevant field. **or**
- Having completed an Advance Certificate Course in Public Procurement and Assets Management or any other Diploma in Procurement from an accredited institution; **and**
- Minimum 05 years of experience in contract management, procurement operations, or advising on contract administration and execution (for a government agency preferred).
- Extensive experience to liaise with donor agencies (World Bank, ADB etc..)
- Proficiency in using additional MS Office products and tools.
- Sound knowledge and understanding on the contracts laws and regulations applicable in Sri Lanka context;

#### **Common Conditions:**

- Age should be less than 64 years as of 04/08/2025.
- Candidates will be recruited for a period of 24 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 04/08/2025.
- The Secretary to the Ministry of Finance, Planning and Economic Development reserves the right on whether or not to fill the vacancies.
- The decision of the Secretary to the Ministry of Finance, Planning and Economic Development shall be the final and conclusive in case of any matter not contained herein or any issue arisen during this recruitment process.
- Salary is negotiable and other benefits will be given as per the PS category applicable to the relevant post as specified in the Management Services Circular No. 01/2019 dated March 05, 2019 .

#### **How to Apply:**

All applicants are requested to forward Curriculum Vitae along with two non – related referees (should be from last two employers) and certified copies of the certificates under registered post on or before 04/08/2025 to reach the address given below. Applicants currently employed in government/semi government sector should forward their applications through the Head of the Departments. The post you are applying should be mentioned on top left-hand corner of the envelope containing the application with other documents.

#### **Address:**

**Project Director,  
Trade National Single Window System Project,  
03<sup>rd</sup> Floor, Lotus Building,  
Temple Trees,  
Colombo 03.**

#### **Method of Recruitment:**

Only the short-listed candidates will be called for an interview and submission of incomplete CVs or non-submission of all required documents will be a reason for disqualification.

For further details including Job Description, please visit.

[www.onetrade.lk](http://www.onetrade.lk)

The Secretary  
Ministry of Finance, Planning and Economic Development  
The Secretariat  
Colombo 01.

Date: 20/07/2025