



Ministry of Finance, Planning and Economic Development

Trade National Single Window System Project (TNSWSP)

JOB DESCRIPTION	
Job Title	Contracts Officer
PS Category	PS 6B
Salary Scale	Salary is Negotiable plus other benefits of PS 6B category as specified in the Management Service Circular No.: 01/2019 dated March 05, 2019
SUMMARY OF THE JOB:	
The Government of Sri Lanka has decided to establish a Trade National Single Window System, as a national priority project to facilities international trade flows by brining all Regulatory measures and agencies into an interconnected platform enabling single entry point to submit all the documents required by traders, who involve in border trade (Imports, Exports and Transshipments), and provide results automatically through the same platform with a view to fulfill the Category C Commitment of the WTO Trade Facilitation Agreement (WTO - TFA) As approved by the Cabinet of Ministers by their decision dated June 20, 2022 the Ministry of Finance, Planning and Economic Development has established the Project Implementation Unit (PIU), the responsible body for implementation of Trade National Single Window System (TNSWS) Project in three stages namely, Preliminary Stage, Implementation Stage and Operational Stage over a period of 22 months. The Contracts Officer will execute and support contract management functions for all NSW PIU contractors and procurements and work closely with Procurement Specialist to ensure all NSW contracts are in accordance with the PIU's procurement policies, processes, and procedures. In addition, the Contracts Officer will be expected to, • Establish the contract management policies, processes and procedures for the NSW PIU. In terms of Government Procurement guidons. • Ensure NSW contracts for contractors and procurements are executed in compliance with and according to contractual terms and, • Assist the Procurement Specialist with additional activities to manage, contract and execute NSW procurements throughout the procurement lifecycle as needed.	
REPORTING:	
Ministry of Finance, Planning and Economic, Development and Project Director and Procurement Specialist of the TNSWS Project	
JOB DESCRIPTION:	
TASK AND RESPONSIBILITES	
I. Contract Management: • Design and implement contract administration and management policies, processes, and procedures for the NSW PIU, consistent with GoSL, contract laws and regulations. • Develop, execute and manage the contract award processes for the acquisition of personnel works, goods and non-consultancy services and consultancy services for the NSW PIU in accordance with procurement policies and procedures. • Oversee assistance to prospective and current contractors on the NSW PIU's contract processes throughout their award lifecycle, facilitating timely and efficient contract execution and addressing any requests for assistance as needed.	

- Work closely with the Procurement Specialist to provide contract related inputs in RFQs , RFPs and Bidding Documents.
- Routinely monitor and evaluate contracted support and procurement contracts to ensure they follow technical requirements of contract scopes and remain in compliance throughout their period of performance.
- Regularly brief and report to the Procurement Specialist on the status of ongoing contracts including upcoming deliverable reports and payments dates.

II. Procurement Support:

- Assist the Procurement Specialist in designing and implementing the sourcing strategy for the NSW PIU.
- Organize, update and file a list of suppliers and the criteria for selection and evaluation.
- Support execution and relevant of the Procurement Specialist 's quality and performance measurement mechanisms to monitor suppliers.
- Prepare inputs for the Procurement Specialist to meet with potential vendors and suppliers to facilitate the delivery of services as needed.

SKILLS AND EXPERIENCES

I. Academic Qualifications and Experiences:

- Bachelor's degree in business, economics, supply chain management, public administration field 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**
- NVQ Level 7 with 1 year Experiences **or**
- NVQ Level 6 with 6 years Experiences **or**
- NVQ Level 5 with 9 years Experiences.

II. Other Skills:

- Certification from the Advance Certificate Course in Public Procurement & Assets Management or other GoSL recognized procurement training course.
- Significant contracting experience with donor agencies (World Bank, ADB)
- Understanding of Sri Lankan contract laws regulations (experience with GoSL preferred)
- Proficiency in using additional MS Office products and tools, such as MS Word, MS Power Point, MS Outlook and MS Project.

III. Language Proficiency:

- Fluency in English, Sinhala, and/or Tamil

EVALUATION:

The Annual Performance Performance Appraisal will be done by Project Director.