



Ministry of Finance, Planning and Economic Development
Department of Trade and Investment Policy
Trade National Single Window System Project (TNSWSP)
Vacancy Announcement

The Ministry of Finance, Planning and Economic Development is in the process of establishing a Trade National Single Window System through a dedicated Project Implementation Unit (PIU), as a national priority project to facilitate international trade flows by bringing 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.

Accordingly, the applications are hereby invited from the most eligible candidates to fill the following positions of the PIU of the TNSWS Project.

Qualification, Desired Expertise and Common Conditions

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

Qualifications & Experience

- a) Bachelor's Degree in Communication, Marketing or a relevant field obtained from any institution, recognized by the University Grants Commission;
OR
 - A qualification recognized by the University Grant 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 the National Vocational Qualification Level 7, issued by Technical/ Vocational Training Institute accepted by Tertiary & Vocational Education Commission for a post related to Technical Field **and** minimum 01 year of experience in the relevant field.
OR
- b) Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6, issued by Technical/Vocational Training Institute accepted by Tertiary & Vocational Education Commission for a post related to Technical Field **and** minimum 06 years of experience in the relevant field.
OR
- c) Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5 issued by Technical/Vocational Training Institute accepted by Tertiary & Vocational Education Commission for a post related to Technical Field **and** minimum 11 years of experience in the relevant field.

2) Contracts Officer. (PS 6B) - (01 Position)

Qualifications & Experience

- a) Bachelor's Degree in Business, Economics, Supply Chain Management, Public Administration or a relevant field obtained from any institution, recognized by the University Grants Commission
- 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 & Vocational Education Commission for a post related to Technical field **and** minimum 01 year of experience in the relevant field.
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 & Vocational Education Commission for a post related to Technical field **and** minimum 04 years of experience in the relevant field.
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 & Vocational Education Commission for a post related to Technical field **and** minimum 09 years of experience in the relevant field.

Common Conditions:

- Age should be less than 55 years as of 03.11.2025.
- Candidates will be recruited for a period of 22 months on Contract Basis subject to renewal of contract annually on the basis of annual performance evaluation.
- All required qualifications should be completed on or before 03.11.2025.
- Salary is negotiable and other benefits will be given as per the PS Category applicable for the relevant post as specified in the Management Services Circular No. 01/2019 dated March 05, 2019.
- 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.
- The Secretary to the Ministry of Finance, Planning and Economic Development reserves the right on whether or not to fill the vacancies.

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

The Secretary
Ministry of Finance, Planning and Economic Development
The Secretariat
Colombo 01.
Date : 19.10.2025

How to Apply

The eligible candidates are requested to forward the Curriculum Vitae together with certified copies of certificates of educational/ professional qualifications, working experience and National Identity Card and contact details of two non-related referees (should be from last two employers) under registered post to reach the following address on or before 03.11.2025. Candidates who are currently employing in government/semi government sector should forward their applications through the Head of the Institutions. 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,
03rd Floor, Lotus Building,
Temple Trees,
Colombo 03.