

VACANCY ANNOUNCEMENT

Ministry of Digital Economy - Data Protection Authority of Sri Lanka

Applications are invited for positions at the Data Protection Authority of Sri Lanka, established under the Personal Data Protection Act No. 9 of 2022. The Authority has been established with the objective of regulating the processing of personal data and protecting individuals' privacy. It ensures that all public and private sector organizations comply with the legal obligations stipulated under the Act. The establishment of the Authority aims to promote the growth and innovation of Sri Lanka's digital economy while ensuring the safety and trustworthiness of digital transactions and communications. Accordingly, applications are invited from qualified professionals for the following positions.

1. POST OF DIRECTOR GENERAL

Area of Key Responsibilities

- The Director General shall, subject to the general direction and control of the Board, be charged with the direction of the affairs and transactions of the Authority, the exercise, performance, and discharge of its powers, duties, and functions, and the administration and control of the officers and employees of the Authority as per Section 36(4) of the Personal Data Protection Act No. 9 of 2022;
- Take overall responsibility for administration, financial and operational control of the Authority under the direction of the Board of Directors.
- Chair the Executive Committee of the Authority comprising Senior Directors, Directors, and other Heads of Divisions.
- Formulate plans and strategies including identifying new trends related to personal data protection and data privacy and initiate activities to strengthen stakeholder engagement.
- Formulate plans for development projects related to personal data protection and direct activities to increase awareness among identified target groups.
- Advise the Board of Directors on policy matters as and when required and prepare official reports/ documents/board papers.
- Provide leadership to create a conducive corporate culture, internal coordination and teamwork.
- Represent the Government and DPA internationally on matters relating to data protection
- Coordinate with relevant Ministries to ensure smooth functioning of the Authority.
- Monitor research and development work identified and conducted by all Divisions.

Qualifications and Experience:

The candidate should have one of the following qualifications;

- A Bachelor's Degree recognized by the University Grants Commission (UGC) of Sri Lanka in Law, Information Technology, Computer Science, Computer Engineering, Data Science, Data Processing Management, Business Administration, Economics or any other Degree relevant to the post, recognized by the University Grants Commission (UGC) of Sri Lanka
and
Postgraduate Degree (Master's) in Law, Information Technology, Computer Science, Computer Engineering, Data Science, Data Processing Management, Business Administration, Economics or any other field relevant to the post or Associate/Fellow Membership of a recognized professional institution in Accountancy, Management, Information Technology or related field
with
At least fifteen (15) years of managerial experience of which 05 years should be in a senior managerial level with a proven track record in a public corporation, statutory board, and fully government owned company, or a reputed mercantile establishment after obtaining the first Degree.
Or
- A Bachelor's Degree in Law, Information Technology, Computer Science, Computer Engineering, Data Science, Data Processing Management, Business Administration, Economics or any other Degree relevant to the post, recognized by the University Grants Commission (UGC) of Sri Lanka
and
PhD Degree in a field relevant to the post
with
At least five (05) years of experience at Senior Management Level with a proven track record in a public corporation, statutory board, and fully government owned company, or a reputed mercantile establishment, after obtaining the PhD degree.

Age: Age should be not less than 35 years and not more than 55 years.

2. POST OF SENIOR DIRECTOR - REGULATORY STRATEGY

Area of Key Responsibilities

- Formulate rules, guidelines, and prescriptions to be issued under the Personal Data Protection Act
- Draft regulations to be issued by the Minister in accordance with the provisions of the Act
- Recommend adequacy decisions to the Minister relating to cross-border data flows
- Issue general directives and instructions to data controllers and processors
- Establish standards in relation to data protection, data storage, data processing, and other related matters in accordance with the Act
- Develop criteria to recognize certifications and certifying bodies
- Ensure effective domestic compliance of data protection obligations under international conventions
- Make recommendations to the Government on all matters relating to data protection
- Issue licenses to controllers and processors requiring a license for the purpose of regulating identity management and related services

Qualifications and Experience:

The candidate should have one of the following qualifications;

- A Bachelor's Degree recognized by the University Grants Commission (UGC) of Sri Lanka in Law, Information Technology, Computer Science, Computer Engineering, Data Science, Data Processing Management or any other Degree relevant to the post, recognized by the University Grants Commission (UGC) of Sri Lanka
and
Postgraduate Degree (Master's) in Law, Information Technology, Computer Science, Computer Engineering, Data Science, Data Processing Management or any other field relevant to the post, or Associate/Fellow Membership of a recognized professional institution in Information Technology or related field or be an Attorney-at-Law
with
At least twelve (12) years of managerial experience of which 03 years should be in a Senior Management position within public or private sector of successful policy leadership with evidence of handling strategic issues, preferably in regulatory environment, after obtaining the first Degree or obtaining Associate Membership of a recognized professional institution or taking oaths as an Attorney-at-Law.
Or
- A Bachelor's Degree recognized by the University Grants Commission (UGC) of Sri Lanka in Law, Information Technology, Computer Science, Computer Engineering, Data Science, Data Processing Management or any other Degree relevant to the post, recognized by the University Grants Commission (UGC) of Sri Lanka
and
PhD Degree in Law, Information Technology, Computer Science, Computer Engineering, Data Science, Data Processing Management or any other field relevant to the post
with
At least four (04) years of experience at Senior Management Level within public or private sector of successful policy leadership with evidence of handling strategic issues, preferably in regulatory environment, after obtaining PhD degree.

Age: Age should be not less than 35 years and not more than 55 years.

3. POST OF SENIOR DIRECTOR - MARKET SUPERVISION AND CAPACITY BUILDING

Area of Key Responsibilities

- Engage with designated Data Protection Officers of Public and Private Sector entities and provide instructions
- Monitor and examine all data processing operations and processors and issue-specific directives
- Receive personal data breach notifications, review them, and take necessary action as appropriate.
- Receive personal data protection impact assessments, review them, and issue written instructions
- Carry out periodic evaluations into data processing activities carried out by controllers and processors.
- Facilitate or undertake training based on international best practices for controllers and processors
- Promote studies and educational activities relating to data protection, including organizing and conducting seminars, workshops, and symposia.
- Manage technical cooperation with other organizations including foreign data processing authorities and international or inter-governmental organizations.
- Carry out awareness programs targeting multiple stakeholders in accordance with an annual plan approved by the Board.

Qualifications and Experience:

The candidate should have one of the following qualifications;

- A Bachelor's Degree recognized by the University Grants Commission (UGC) of Sri Lanka in Information Technology, Computer Science, Computer Engineering, Data Science, Data Processing Management, Business Administration, Economics or any other Degree relevant to the post, recognized by the University Grants Commission (UGC) of Sri Lanka

and
Postgraduate Degree (Master's) in Information Technology, Computer Science, Computer Engineering, Data Science, Data Processing Management, Business Administration, Economics or any other field relevant to the post, or Associate/Fellow Membership of a recognized professional institution in Information Technology, Accounting, Auditing or related field or be an Attorney-at-Law
with
At least twelve (12) years of managerial experience of which 03 years should be in a Senior Management level within public or private sector preferably with evidence of supervisory examination and capacity building in regulatory environment, after obtaining the first Degree or obtaining Associate Membership of a recognized professional institution or taking oaths as an Attorney-at-Law.

- Or**
- A Bachelor's Degree recognized by the University Grants Commission (UGC) of Sri Lanka in Information Technology, Computer Science, Computer Engineering, Data Science, Data Processing Management, Business Administration, Economics or any other Degree relevant to the post, recognized by the University Grants Commission (UGC) of Sri Lanka
and
PhD Degree in Information Technology, Computer Science, Computer Engineering, Data Science, Data Processing Management, Business Administration, Economics or any other field relevant to the post
with
At least four (04) years of senior management experience within public or private sector preferably with evidence of supervisory examination and capacity building in regulatory environment, after obtaining PhD degree.

Age: Age should be not less than 35 years and not more than 55 years.

4. POST OF DIRECTOR - HUMAN RESOURCES AND ADMINISTRATION

Area of Key Responsibilities

- Manage all Human Resource Management functions including Recruitment, Induction, Remuneration and Benefits, Performance Management and Staff Engagement.
- Assess the competency gaps of the staff and arrange suitable training opportunities
- Take responsibility for the administration of the office premises and manage all logistics functions.
- Manage all procurements on behalf of the Authority.
- Manage all outsourced service providers to the Authority.

Qualifications and Experience:

The candidate should have one of the following qualifications;

- A Bachelor's Degree recognized by the University Grants Commission (UGC) of Sri Lanka in Human Resource Management, Business Administration, Public Administration or any other Degree relevant to the post, recognized by the University Grants Commission (UGC) of Sri Lanka
and
Postgraduate Degree (Master's) in Human Resource Management, Business Administration, Public Administration, Commerce or any other field relevant to the post or Chartered Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post
with
At least ten (10) years of managerial experience in HR and Admin with a proven track record in a public corporation, statutory board, and fully government owned company, or a reputed mercantile establishment after obtaining the first Degree.
Or
- Fellow Membership of a recognized professional Chartered Institution, in a field related to the post
with
At least ten (10) years of managerial experience in HR and Admin with a proven track record in a public corporation, statutory board, and fully government owned company, or a reputed mercantile establishment after obtaining the first Degree.

Age: Age should be not less than 30 years and not more than 55 years.

5. POST OF DIRECTOR - FINANCE

Area of Key Responsibilities

- Manage the Income and Expenditure of the Authority exercising proper budgetary control
- Maintain Accounts in accordance with Sri Lanka Accounting Standards
- Prepare final accounts and compile the Annual Report for submission to Parliament
- Prepare Monthly MIS reports for the Board
- Prepare performance reports for submission to the Minister as required
- Manage the investments and other assets of the Authority

Qualifications and Experience:

The candidate should have one of the following qualifications;

- A Bachelor's Degree recognized by the University Grants Commission (UGC) of Sri Lanka in Accountancy, Finance, Business Administration, Commerce or any other Degree relevant to the post, recognized by the University Grants Commission (UGC) of Sri Lanka
and
Associate Membership of a recognized professional Chartered Institution in Accountancy
with
At least ten (10) years of managerial level experience in a corporation, statutory board/institution or reputed private institution
Or
- Fellow Membership of a recognized professional Chartered Institution in Accountancy
with
At least ten (10) years of managerial level experience in a corporation, statutory board/institution or reputed private institution.

Age: Age should be not less than 30 years and not more than 55 years.

6. POST OF DIRECTOR - LEGAL AND ENFORCEMENT

Area of Key Responsibilities

- Provide legal support and advice to the Board and all other Divisions of the Authority.
- Handle all legal documentation for the Authority.
- Handle all litigation matters relating to the Authority.
- Facilitate entering into agreements and memoranda of understanding (MoUs) with other relevant institutions in Sri Lanka and overseas.
- Liaise with the Attorney General's Department, Legal Draftsman's Department, and other external parties

Qualifications and Experience:

The candidate should have the following qualifications;

- Attorney-at-Law with a Postgraduate Degree in Law
with
At least ten (10) years of institutional /subject experience of which 05 years should be in a managerial role within public or private sectors with evidence of handling legal and enforcement functions, preferably within the regulatory environment, after giving oaths as an Attorney-at-Law.

Age: Age should be not less than 30 years and not more than 55 years.

7. POST OF DIRECTOR - DISPUTE RESOLUTION

Area of Key Responsibilities

- Receive complaints from data subjects and any other aggrieved parties and conduct inquiries in accordance with the provisions of the Personal Data Protection Act
- Require any persons to appear before the Data Protection Authority and examine persons under oath where necessary
- Enter the premises of any controller or processor of data, inspect or seize records, and carry out investigations
- Make directives and recommend fines, penalties, and other appropriate actions to be taken in accordance with the Personal Data Protection Act

Qualifications and Experience:

The candidate should have one of the following qualifications;

- A Bachelor's Degree recognized by the University Grants Commission (UGC) of Sri Lanka in Law, Information Technology, Computer Science, Computer Engineering, Data Science, Data Processing Management or any other Degree relevant to the post, recognized by the University Grants Commission (UGC) of Sri Lanka
and

A Postgraduate Degree (Master's) in Information Technology, Computer Science, Computer Engineering, Data Science, Data Processing Management, Business Administration, Economics or any other field relevant to the post or Associate Membership of a recognized professional Chartered Institute in Information Technology
with
At least ten (10) years of managerial level experience in corporation, statutory board/institution or reputed private institution.

- Or**
- Fellow membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post
and
At least ten (10) years of managerial level experience in corporation, statutory board/institution or reputed private institution.
- Or**
- Attorney-at-Law with a Postgraduate Degree (Masters) in a field relevant to the post
with
At least ten (10) years of managerial level experience in corporation, statutory board/institution or reputed private institution.

Age: Age should be not less than 30 years and not more than 55 years.

8. POST OF INTERNAL AUDITOR

Area of Key Responsibilities

- Develop and implement comprehensive audit plans based on risk assessments.
- Conduct internal audits to assess the effectiveness of internal controls, financial systems and compliance with regulations.
- Execute audit procedures, to ensure the accuracy and reliability of financial information.
- Identify and assess potential risks and vulnerabilities within the organization.
- Analyze financial statements and related documents to identify discrepancies, irregularities etc.
- Provide recommendations to enhance financial controls and reporting processes.
- Prepare detailed and accurate audit reports summarizing findings, recommendations, and action plans.
- Communicate audit results to management, highlighting areas of concern and improvement

Qualifications and Experience:

The candidate should have one of the following qualifications;

- A Bachelor's Degree recognized by the University Grants Commission (UGC) of Sri Lanka in Accountancy, Finance, Business Administration, Commerce or any other Degree relevant to the post, recognized by the University Grants Commission (UGC) of Sri Lanka
and
Associate Membership of a recognized professional Chartered Institution in Accountancy
with
At least ten (10) years of managerial level experience in a corporation, statutory board/institution or reputed private institution
Or
- Fellow Membership of a recognized professional Chartered Institution in Accountancy
with
At least ten (10) years of managerial level experience in a corporation, statutory board/institution or reputed private institution.

Age: Age should be not less than 30 years and not more than 55 years.

9. POST OF ASSISTANT DIRECTOR - INFORMATION TECHNOLOGY

Area of Key Responsibilities

- Contribute to the development and execution of the organization's digitalization strategy
- Oversee the design, implementation, and maintenance of the technology infrastructure.
- Collaborate with the Director General and other Directors to align technology initiatives with service-oriented goals of the Authority.
- Ensure the availability, security, and performance of networks, servers, and other IT systems
- Support related procurements and contract management.
- Oversee the IT helpdesk, ensuring timely and effective resolution of user issues.
- Develop and implement IT training programs to enhance the technology literacy of the staff.

Qualifications and Experience:

The candidate should have the following qualifications;

- A Bachelor's Degree recognized by the University Grants Commission (UGC) of Sri Lanka in Information Technology, Computer Science, Computer Engineering, Data Science, Data Processing Management or any other Degree relevant to the post, recognized by the University Grants Commission (UGC) of Sri Lanka
and
A Postgraduate Degree (Master's) in Information Technology, Computer Science, Computer Engineering, Data Science, Data Processing Management or any other field relevant to the post, or Associate Membership of a recognized professional Chartered Institution in Information Technology or related field
with
At least six (06) years of managerial level experience in corporation, statutory board/Institution or reputed private institution.

Age: Age should be not less than 30 years and not more than 55 years.

REMUNERATION AND BENEFITS:

- Fixed-term contract initially for a period of three (03) years with entitlement to Employees' Provident Fund (EPF) and Employees' Trust Fund (ETF).
- An attractive remuneration package along with other benefits, enjoyed by the fixed term employees of the Authority

OTHER REQUIREMENTS:

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- Should be of excellent moral character.
- Should have a good command of the English language as interactions with international agencies and other institutions overseas is a job requirement for professional grades.
- Familiarity with the digital economy and social media will provide an advantage.

GENERAL CONDITIONS

Age: Age limit will not apply to applicants from public corporation, statutory board, fully government owned company

Method of Selection - Suitable candidate will be selected based on one or more interviews. Appointments will be made purely in order of merit.

Closing Date for Applications - 17th November 2025

Secondment: Any eligible officer in public service seeking secondment to this position is responsible for coordinating with their line Ministry to release him/her from the service on secondment basis under the prevailing provisions specified by the Ministries in charge of Public Administration, Finance and other authorities. They should submit their applications through the Heads of the respective Ministries/ Departments / Institutions.

The secondment period is initially for one (01) year, and the renewals will be subject to the job holder's performance and other organizational requirements.

APPLICATIONS:

Eligible candidates are invited to send their Curriculum Vitae with names and contact information of non-related referees through the email "hr@dpa.gov.lk" on or before 17th November 2025

The post applied for should be stated in the subject of the email.

Please note that only shortlisted candidates will be contacted.

You should not attach scanned copies of your certificates to your CV. The Authority will contact you, if your application is shortlisted.

All applications will be treated in strict confidence and any form of canvassing will be regarded as a disqualification.

Chairman
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