



**Ministry of Finance, Planning and Economic Development**  
**Department of Trade and Investment Policy**  
**TRADE NATIONAL SINGLE WINDOW**  
**SYSTEM PROJECT (TNSWSP)**

**VACANCIES**

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 requirements by the traders on their cross border trade flows (Imports, Exports and Transshipments) to the Border Trade Regulatory Agencies.

Accordingly, it has been decided by the Ministry of Finance, Planning and Economic Development to invite applications from applicants who have mostly fulfilled the qualifications for the Posts of Drivers and Office Assistant (Peon) from the employees employed in the public sector / private sector for the dedicated Project Implementation Unit (PIU) to implement the proposed Trade National Single Window System Project.

1. Driver – **PL3-2025 Grade III** – No. of Posts - 01

**Qualifications and Experience**

- Should have passed in six (06) subjects with credit passes for at least two subjects at the G.C.E. (Ordinary Level) Examination in not more than two sittings
- Should possess a valid Driving License
- Should have at least four (04) years experience as a driver in public sector / private sector

2. Office Assistant (Peon) – **PL1-2025 Grade III** – No. of Posts – 01

**Qualifications and Experience**

- Should have passed in six (06) subjects with credit passes for at least two subjects at the G.C.E. (Ordinary Level) Examination in not more than two sittings
- Should have at least four (04) years experience as a Office Assistant (Peon) in public sector / private sector

**General Conditions**

- I. Should be not more than 55 years as at 04.05.2026
- II. Selected applicants will be recruited for up to 30.09.2027. Public sector applicants will be recruited on full time basis and private sector applicants will be recruited on contract basis subject to annual extension of contract based on annual performance evaluation.
- III. All required qualifications should be fulfilled as at 04.05.2026.
- IV. The Secretary to the Ministry of Finance, Planning and Economic Development reserves the right to whether or not to fill the vacancies.
- V. Decision of the Secretary to the Ministry of Finance, Planning and Economic Development shall be final and conclusive in case of any matter not contained herein or any issue arisen during the recruitment process.

Salary and other benefits will be entitled as per the Management Services Circular No. 02/2026 dated 28<sup>th</sup> March 2026.

**Method of Applying**

All applicants are requested to prepare the application as per this notification and to submit the applications given in our website along with the Bio Data and the certified copies of the certificates by registered post to the address given below to receive on or before 04.05.2026. Applicants from public sector / semi government sector should direct their applications through the Heads of their respective institutions and the private sector applicants should submit applications with contact details of two non-related referees (Should be employers of the last two institutions served at). Post applied for should be mentioned on the left top corner of the envelope containing the application.

**Address:**  
**Project Director**  
**Trade National Single Window System Project,**  
**219 A, Second Floor, Second Block, B.M.I.C.H.,**  
**Buddhaloka Mawatha,**  
**Colombo 07**

Only the shortlisted applicants will be called for an interview and submission of incomplete applications together with all required documents will be a reason for disqualification.

Please visit the [www.onetrade.lk](http://www.onetrade.lk) website for Download the application form.

**Secretary**  
**Ministry of Finance, Planning and Economic Development**

Date: 19.04.2026