



MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

Trade National Single Window System Project

JOB DESCRIPTION	
Job Title	Monitoring and Evaluation Officer
PS Category	PS 5
Salary Scale	Salary is Negotiable plus other benefits of PS 5 category as specified in the Management Services Circular No. 01/2019 dated March 05, 2019
SUMMARY OF THE JOB :	
<p>The Government of Sri Lanka has decided to establish a Trade National Single Window System, 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 with a view to fulfill the Category C Commitment of the WTO Trade Facilitation Agreement (WTO-TFA).</p> <p>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 36 months.</p> <p>The <b>Monitoring and Evaluation Officer</b> will oversee, design, and administer the Monitoring &amp; Evaluation (M&amp;E) strategy and accompanying activities for the PIU and the TNSWS Project to ensure that internal PIU processes and the implementation of TNSWS are functioning effectively and achieving their intended impact.</p>	
REPORTING :	
Ministry of Finance, Planning and Economic Development and Project Director of the TNSWS Project	
JOB DESCRIPTION :	
TASK AND RESPONSIBILITIES	
<p>(i) <b>M&amp;E Strategy:</b></p> <ul style="list-style-type: none"><li>• Design, implement, and manage the M&amp;E Strategy and Plan for the PIU and TNSWS Project, including M&amp;E targets, performance indicators, data collection methods and tools, and reporting templates/ techniques for monitoring progress and standards operating procedures for PIU.</li></ul>	

- Routinely monitor, survey, and collect data across PIU activities, operations, and processes as per the M&E plan and evaluate the progress timely.
- Manage and maintain a repository of timely and accurate data relevant to M&E targets and performance indicators.
- Provide regular M&E inputs (programmatic data, performance indicators, and reporting techniques) to each PIU member to strengthen their capacity and facilitate adaptive management for improved performance.
- Develop and submit regular reports on the status of M&E targets and performance indicators across PIU and TNSWS Project activities, operations, and processes.
- Institutionalize data-driven and evidence-based for assessing performance indicators and facilitating adaptive management of the PIU.

**(ii) M&E Support:**

- Collaborate with PIU staff to identify PIU and TNSWS Project activities, operations, and processes that should be incorporated into future M&E efforts, designing a system for documenting lessons learned and best practices.
- Build capacity of the PIU staff and other relevant stakeholder on M&E.
- Conduct annual team collaboration exercises and organizational cohesion activities designed to assess the efficacy of the PIU's teaming and organizational structure through coordination with the Change Management and Capacity Building Specialist.
- Design and implement M&E systems to track TNSWS platform KPIs such as system uptime, processing times, transaction volumes and user satisfaction metrics.
- Support PIU team to reach the project milestones in timely manner and track progress in monthly, quarterly and annual basis and report to relevant authorities.

**SKILLS and EXPERIENCES**

**(i) Academic Qualifications:**

- Bachelor's degree in Business or Public Administration, Public Policy from any institution, recognized by the University Grants Commission; or a qualification recognized by the University Grants Commission as an equivalent qualification to the degree in relevant field.
- Master's degree in relevant field from any institution, recognized by the University Grants Commission is preferred.

**(ii) Work Experiences:**

- Minimum 03 years of experience working in Monitoring and Evaluation activities for complex projects or organizations of a similar size and scope (for a government agency is preferred).
- Minimum 01 year of experience in managerial experience is preferred.
- Demonstrated experience and familiarity working with Monitoring & Evaluation strategies, techniques and tools.
- Exceptional attention to detail, time management and organizational skills.
- Proficiency in using MS Office product, MS Outlook, MS Project work related data analytics and visualization tools.

<b>(iii) Language Proficiency:</b>
<ul style="list-style-type: none"><li>• Fluency in English</li></ul>
<b>EVALUATION :</b>
The Annual Performance Evaluation will be done by a three-member panel, chaired by the Deputy Secretary to the Treasury, Ministry of Finance, Planning and Economic Development.