



MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

Trade National Single Window System Project

JOB DESCRIPTION	
Job Title	IT Specialist I
Level of Salary	PS 2
Salary Scale	Salary is Negotiable plus other allowances and benefits specified for Salary Category Level of PS 2 in the Management Services Circular No. 01/2019 dated March 05, 2019
Appointment	Contract basis for a period of 23 months subject to renew the Contract of Employment annually based on the recommendation of the Annual Performance Evaluation Panel
SUMMARY OF THE JOB:	
<p>The Ministry of Finance, Planning and Economic Development is in the process of establishing 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 a dedicated Project Implementation Unit (PIU), which is responsible 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 and commenced its activities from October 2024 onwards.</p> <p>The post of IT Specialist I manage the design, implementation, and operationalization of the TNSWS, PIU's information and communication technology applications, requirements, operations, processes, and systems.</p>	
JOB DESCRIPTION:	
TASKS AND RESPONSIBILITIES	
<ul style="list-style-type: none">• Work closely with the PIU subject matter experts and other relevant stakeholders to reach a consensus on the blueprint and provide technical inputs on business process re-engineering, fee and revenue models, legislative framework, etc.;	

- Lead the preparation of detailed functional requirements and technical specifications for the TNSWS based on the blueprint;
- Manage and oversee the implementation and integration of the TNSWS ICT platform, systems, hardware, networks, and software applications;
- Lead and facilitate the execution of the TNSWS's business processes and process re-engineering activities, integration, harmonization, and streamlining of TNSWS data requirements, and cyber security procedures and safeguards measures;
- Liaise with relevant Government agencies and private sector stakeholders to gain buy-in and streamlined use of selected ICT systems and processes;
- Supervise the ICT Design and Delivery team to ensure direct reports' work products are high-quality and delivered on time;
- Facilitate and monitor design front-end portals as well as back-office IT systems for storage and archival databases and mechanisms for electronic information exchange between the TNSWS and legacy systems;
- Oversee the prototyping, testing, piloting, roll-out, and maintenance of all TNSWS systems to validate the architecture and obtain user feedback;
- Ensure interoperability with existing government and trade systems through adapters and interfaces.

REPORTING :

Ministry of Finance, Planning and Economic Development and Project Director of the TNSWS Project

SKILLS and EXPERIENCES

(i) Academic Qualifications:

- Bachelor's Degree in Computer Science or Information Technology or Software Engineering or a relevant field obtained from any institution, recognized by the University Grants Commission; or
- A qualification recognized by the University Grants Commission as equivalent qualification to the Degree in the relevant field;
- Master's degree in relevant field obtained from any institution, recognized by the University Grants Commission is preferred;
- Knowledge in Project Management would be an added advantage /

(ii) Work Experiences:

- Minimum 09 years of experience related to large-scale ICT systems, out of which at least 04 years of experience should be in Managerial Level;
- Ability to manage ICT systems and drive ICT systems and process changes for organizations;
- Strong knowledge of relevant Single Window/ Integrated applications and systems (experience working with ASYCUDA or a similar system);
- Experience working in a foreign/ local funded projects is an added advantage;
- Proven track record of designing and implementing high-quality work products;

- Fundamental knowledge of software architecture patterns, cloud computing, networking, and security concepts;
- Demonstrated real-world architecture experience (certifications in solutions architecture or cloud platforms, preferred);
- Excellent academic track record indicative of analytical and problem-solving abilities;
- Professional certifications in hardware or software related to planned or existing IT systems (such as ITIL 3 or 4, CompTIA A+, Network + and/or Security +, MCSE/MCSD etc.), preferred;
- Hands-on experience with implementing NSWs or similar work with the UNNExT Data Harmonization Guide for Single Window Environment Guide preferred; and
- Experience working for or engaging with the GoSL preferred.

(iii) Language Proficiency:

- Fluency in English

EVALUATION :

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.