



Ministry of Finance, Planning and Economic Development

# Trade National Single Window System Project (TNSWSP)

## VACANCY ANNOUNCEMENT

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. The result of such process shall also be notified to the applicants through the automated Trade National Single Window System.

Accordingly, the Ministry of Finance, Planning and Economic Development established a dedicated Project Implementation Unit (PIU) to implement the proposed Trade National Single Window System. Hence, applications are hereby accepted from the most eligible candidates to fill the following positions of the PIU of the Trade National Single Window System Project.

### Qualifications

#### 1) Change Management and Capacity Building Specialist (PS 3) – (01 Position)

- Bachelor's Degree in Business Management or Administration, Human Resource Management, Public Management or Administration 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; **and**
- Minimum 08 years of working experience in capacity building, training and change management, preferably with direct experience in government or in the context of public sector projects or trade facilitation; **and**
- Minimum 04 years of experience in managerial level is preferred.

#### 2) Monitoring and Evaluation Officer (PS 5) – (01 Position)

- 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; **and**
- 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); **and**
- Minimum 01 year of experience in managerial level is preferred.

### Common Conditions

- Age should be less than 60 years as of 08.06.2025.
- Candidates will be recruited for a period of 24 months on Contract Basis subject to renewal of contract annually on the basis of annual performance appraisal.

- All required qualifications should be completed on or before 08.06.2025.
- The Secretary to the Ministry of Finance, Planning and Economic Development reserves the right on whether or not to fill the vacancies.
- 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.
- Salary is negotiable and other benefits will be given as per the PS category applicable to the relevant post as specified in the Management Services Circular No. 01/2019 dated March 05, 2019.

### How to Apply

Detailed Curriculum Vitae (CV) 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 sent by the eligible candidates by registered post to reach the following address on or before 21.06.2025. The post you are applying for should be mentioned on the top left hand corner of the envelope containing the application with other documents.

### Address:

**Director General,  
Department of Trade and Investment Policy,  
Ministry of Finance, Planning and Economic  
Development,  
The Secretariat,  
Colombo 01.**

### 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 <https://www.treasury.gov.lk/web/ministry-of-finance-vacancies>

**The Secretary  
Ministry of Finance, Planning and Economic  
Development  
The Secretariat  
Colombo 01.**

Date:08.06.2025