



JOB TITLE	Senior Legal and Regulatory Affairs Officer	REPORTS TO	Project Director
CLASS/ SALARY SCALE	Salary is Negotiable	AUTHORITY OVER	N/A
JOB SUMMARY & OBJECTIVES	<p>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. This gateway is intended to simplify the data exchange and its interoperability across those agencies and traders through streamlined electronic transactions. The result of such process shall also be notified to the applicants through the automated Trade National Single Window System.</p> <p>Trade National Single Window System (TNSWS) Project will be implemented by three (3) stages namely, Preliminary Stage, Implementation Stage and Operational Stage over a period of 36 months approximately and implementation will be led by the NSW Project Implementation Unit (PIU).</p> <p>The PIU seeks an experienced Senior Legal and Regulatory Affairs Officer to support the stand-up of the TNSWS and the operations of the PIU. The ideal candidate is a seasoned legal professional with extensive experience in legal drafting and advising on legal and regulatory frameworks specifically related to international trade and border regulations. Examples of the types of laws and regulations covered include customs and other border regulatory agency laws, electronic transactions, data privacy and protection, dispute resolution, and intellectual property rights, among others. In addition, the Senior Legal & Regulatory Affairs Officer will be expected to:</p> <ul style="list-style-type: none"> • Identify, analyze, and recommend amendments to existing Laws and Regulations and/or new legislative and regulatory provisions to support the implementation, operation, and legitimacy of the TNSWS in accordance with Sri Lankan law and international best practice on the coordinated trade related border management; • Lead and management drafting of new Laws / Regulations, revision of existing Laws / Regulations on the coordinated trade related border management; • Ensure the TNSWS is aligned with prevailing or new domestic trade laws and regulations and international trade agreements; • Advance the legal basis for data protection and privacy issues associated with the TNSWS to facilitate electronic submission of documents from traders, electronic exchange of information between GoSL agencies, and operation of an electronic signature system; • Guide TNSWS PIU staff on relevant legal and regulatory systems, processes, institutions, stakeholders, channels, and requirements for TNSWS PIU operations; • Establish stakeholder relationships with parliament and relevant legal entities on trade laws and Regulations; • Provide legal guidance to ensure the TNSWS is created in line with international best practices and with national interest and domestic legal framework with required amendment, if required; • Lead and manage to draft, develop, and advise on import, export and transit process-related Laws and Regulations (Customs law and other border regulatory agency laws) in support of the NSW mandate and integrated border management policies and procedures; and • Analyze Sri Lanka's existing legal infrastructure relevant to a single window for trade against international and other recommended best practices for a NSW as per international trade agreements, treaties, covenants, and rulings applicable. 		



**REQUIRED
SKILLS &
EXPERIENCE**

I. Academic Qualifications:

- Bachelor's degree in Laws (Master's degree in Laws is preferred); or
- An equivalent qualification in the relevant field; and
- Attorney-at-Law of the Supreme Court of Sri Lanka.

II. Work Experience & Skills:

- Minimum 05 years of experience relevant to International Trade Law and Policy, Customs and Border Policy, Government Litigation, and/or Policy Risk Analysis;
- Expert knowledge of the Sri Lankan legal and regulatory environment for trade;
- Experience working for or engaging with the GoSL (on trade policy, lawmaking, or regulatory rulemaking, strongly preferred);
- Familiarity with the Constitution of Sri Lanka, relevant trade acts and ordinances, gazette notifications, circulars, and other directives of government Ministries and agencies;
- Proven track record of designing and implementing high-quality work products and project planning materials;
- Exceptional writing skills and attention to detail;
- Strong stakeholder management, executive presence, and interpersonal relationship skills, particularly in a public sector context; and
- Proficiency in using MS Office products and tools, such as MS Word, MS PowerPoint, and MS Outlook, to create high-quality work products.

III. Language Requirements:

- Fluency in English, Sinhala and/or Tamil