



Ministry of Finance, Planning and Economic Development

Trade National Single Window System Project (TNSWSP)

Vacancy Announcement - Post of Finance Assistant (01 Vacancy)

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 and commenced its development on January 2026 onwards. Hence, applications are hereby accepted from the most eligible candidates (private or public sector) to fill the post of Finance Assistant of the PIU of the Trade National Single Window System Project.

Qualifications

- Diploma in Finance or Accounts, or a relevant field, or any other higher qualification, obtained from a Institute recognized by the Government; **and**
- Minimum 05 years of experience relevant to finance; **and**
- Experience in preparation of financial reports, analyzing financial and accounts statements, salary preparation and other accounts related activities is a must;
- Excellent computer literacy (Should have followed a computer course of at least 06 months duration);
- Sound communication skills;
- Excellent command of the English Language.

Common Conditions

- Age should be less than 45 years as of 22.04.2026.
- Public sector candidates will be recruited on Secondment Basis and private sector candidates will be recruited on contract basis, for a period of 17 months.
- All required qualifications should be completed on or before 22.04.2026.
- 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 and other benefits will be given as per the Management Service Circular No. 01/2026 dated February 02, 2026.

How to apply

All applicants are requested to prepare as per the specimen application attached to this notification where applicants from government or semi government should forward their applications through the Head of Departments and the applicants from the private sector shall forward their applications/ Curriculum Vitae along with two non – related referees (should be from last two employers) together with certified copies of the certificates under registered post/ hand delivered/ email on or before 22.04.2026 to reach the address given below. The post you are applying for should be mentioned on top left-hand corner of the envelope containing the application with other documents.

Project Director

Trade National Single Window System Project
BMICH, 219 A, Second Floor, Block No. 02, Baudhaloka Mawatha, Colombo 07
Email: nsw@tipd.treasury.gov.lk

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

Director General

Department of Trade and Investment Policy
The Secretariat, Colombo 01.
Date: 10.04.2026

2. Computer Literacy (Certified copies should be attached/ If you need, please use a separate paper)

SN	Institution	Name of the Course	Duration

3. Any Other Professional Qualifications (Certified copies should be attached/ If you need, please use a separate paper)

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4. Other Skills and Competencies

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C. Working Experience (If you need, please use a separate paper)

SN	Institution	Job Title	Duration	Duties Performed

Declaration of the Applicant

I do hereby declare that the particulars furnished by me in this application are true and accurate. I am also aware of the fact that if the particulars furnished by me are found to be false or incorrect, I am liable to disqualification if detected before selection and, to dismissal without any compensation if detected after appointment.

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Date

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Signature of the Applicant

Recommendation of the Head of the Department

I do hereby certify that the foregoing particulars furnished by Mr/Mrs/Miss holding the post ofin this Department/ Institution have been verified and the said particulars are found to be true according to the personal file of the said officer. I certify that he/she has been confirmed in the post and his/her work and conduct are satisfactory and that he/she has not been subjected to any disciplinary action or there is no intention to make such action. He/she can be released from the service if selected to this post with/without replacement. (Please strike off the irrelevant words)

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Date

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Signature and Seal of the Head of the Department