



MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

Trade National Single Window System Project

JOB DESCRIPTION	
Job Title	IT Specialist I
Salary Level	Category B
Salary Scale	Salary and other benefits will be paid as specified in the Management Services Circular No. 02/2026 dated March 28, 2026 for the Salary Level of ‘Category B’.
Appointment	Contract basis (full time) for a period of 15 months subject to renew the Contract of Employment on the basis of Performance Evaluation or as appropriate.
SUMMARY OF THE JOB:	
<p>The Ministry of Finance, Planning and Economic Development commenced the implementation of the Trade National Single Window System Project, 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. However, as approved by the Cabinet of Ministers by their decision dated December 29, 2025, the Trade National Single Window System is currently being developed locally as a test product at the imitated phase.</p> <p>The post of IT Specialist I, recruited to the PIU, will 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">• Study the “Blueprint” prepared by the World Bank and other documents prepared by the PIU and get familiar with the contents therein for establishment of Single Window System;• Study international best practices related with Single Window System to customize the Trade National Single Window System (TNSWS) developing in Sri Lankan context;	

- Support to drive discussions as needed to reach a consensus among all stakeholders on the NSW blueprint;
- 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;
- Work closely with M/s GovTech Sri Lanka (Pvt) Ltd and 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;
- Provide technical input for the finalization of a detailed implementation plan for the TNSWS;
- Reach a consensus with the M/s GovTech Sri Lanka (Pvt) Ltd on the functional user requirements for the TNSWS;
- Support M/s GovTech Sri Lanka (Pvt) Ltd to design front-end portals as well as back-office IT systems for storage and archival databases and mechanisms for electronic information exchange between the NSW and legacy systems;
- Liaise with the Border Trade Regulatory agencies during integrating process;
- Design and establish detailed technical specifications for the TNSWS and the architecture for the TNSWS;
- Oversee the operational management and execution of all ICT systems used by the TNSWS, including all hardware networks and software applications;
- Guide overall solution delivery in adherence to the architectural vision;
- Oversee the management of trade data architecture, modeling, storage, and analytics needs;
- Evaluate emerging technologies and drive adoption of innovations within the TNSWS;
- Oversee architecture governance, compliance, and risk management;
- Liaise and coordinate with relevant GoSL agencies and private sector stakeholders on current ICT processes, existing hardware networks and software applications, and essential ICT needs and requirements;
- Lead and coordinate with the IT Specialist – II and Senior ICT Specification Officer for daily operations in accordance with planned project activities, work products, and deadlines;

- Manage the design and implementation of ICT-related inputs into annual work plans, reports, deliverables, and communications;
- Review and deliver the ICT-related inputs in all final work plans, budgets, reports, and other deliverables; and
- Any other relevant work assigned by the Project Director time to time.

REPORTING :

Ministry of Finance, Planning and Economic Development, Department of Trade and Investment Policy 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 an 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 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.