



Ministry of Finance, Planning and Economic Development

Trade National Single Window System Project (TNSWSP)

Vacancy Announcement - Post of Project Secretary (MSD 01/2019 - PS6 Category A)

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 has decided to establish a dedicated Project Implementation Unit (PIU) to implement the proposed Trade National Single Window System Project. Trade National Single Window System Project would expect to recruit a competent and highly skilled Project Secretary to undertake all project related secretarial and supporting activities of the Project Director and staff such as file management, report writing, taking and preparing meeting minutes, maintaining and keeping records, making appointments, printing and filing duties etc. Further to provide full secretarial and admin support for the Project Director to ensure the smooth functioning of the operations and to achieve the project milestones. Maintain a proper and user-friendly filing and document control system for recording tracking of all documents for the project team.

Applications are called from prospective candidates who work in either **public / private/ projects/ development sector** to submit their application. Public sector officials have to submit their applications through Head of the Dept. with their consent to release the current position.

Qualifications, Desired Experience and Expertise for the Project Secretary

- Having passed the GCE (O/L) examination in six (6) subjects with four (4) credit passes including English and Sinhala/Tamil language **with;**
 - Secretarial course from a recognized institution or pursuing examinations leading to chartered Secretary **with;**
 - Minimum two years' experience in relevant field **or;**
- A chartered Secretary with 02 years of experience in relevant field
- Competent in file management, report writing, taking and preparing meeting minutes, and record maintaining is a must;
- Excellent computer literacy (Should have followed a computer course of at least 06 months duration)
- Good standard of keyboard / typing skills (both English and Sinhala) are required and should ideally have knowledge and experience in most office computer applications (Word, Excel, PowerPoint, MS Project, Graphics, email etc)
- Editing and proof-reading all completed correspondence forwarded to the Project Director's attention and/or signature for the other Departments, external agencies, stakeholders, for content, style, grammar, punctuation
- Fluent in both speaking and writing English with strong PR skills is a must
- Must be able to carry out duties with minimal direction
- Must be able to conduct all functions in a professional manner, combined with the ability to perform all duties accurately.
- Must be highly self-motivated and self-directed and able to prioritize assignments.
- Ability to work with least guidance and easily adjustable to the working environment.

Terms and Conditions of the Employment

- Age should not be more than **64 years** at the closing date **20.01.2025** of application.
- Selected candidates will be recruited for a period of 36 months. Public sector candidates will be recruited on Secondment Basis and persons outside the Government Service will be recruited on contract basis, subjected to renewal of contract annually on the basis of annual performance appraisal.
- All required qualifications should be completed on or before **20.01.2025**.
- 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 Scale:

Salary is based on the Management Services Circular No. 01/2019 dated March 05, 2019 of PS -6 Category A.

How to apply

All applicants are requested to prepare as per the specimen application attached to this notification and forward their applications together with Curriculum Vitae along with two non – related referees (should be from last two employers) and certified copies of the certificates under registered post on or before 20.01.2025 to reach the address given below. Applicants currently in government/semi government services should forward their applications through the Head of the Departments. The post you are applying should be mentioned on top left-hand corner of the envelope containing the application with other documents.

Method of selection

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

Address:

Project Director
Trade National Single Window System Project
Floor No. 03, Lotus Building
Temple Trees
Colombo 03.

The Secretary

Ministry of Finance, Planning and Economic Development
Date: **04.01.2025**

Application Form

Post of Project Secretary (MSD 01/2019 - PS6 Category A)

Job Title (Please specify the post applied)

A. Personal Information

- 1. Full Name :
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- 2. Name with Initials :
- 3. Address :
- 4. Date of Birth :
- 5. NIC No :
- 6. Contact Details :
- 7. Email :
- 8. Current Position/ Institution :

B. Educational/ Professional Information

1. Diploma or Any Other Higher Qualifications (Certified copies should be attached/ If you need please use a separate paper)

SN	Institution	Name of the Course	Year	Subjects

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

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3. 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.

.....
 Date
 Signature of the Applicant

Recommendation of the Head of the Department. (Applicable only for the public sector employees)

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