



JOB TITLE	Project Director	REPORTS TO	Project Sponsor (Ministry of Finance/DTIP)
CLASS/ SALARY SCALE	Salary is Negotiable	AUTHORITY OVER	<ul style="list-style-type: none"> o IT Specialist -I o Finance & Administration Manager o Procurement Specialist o Change Management Specialist o Coordinated Border Process Management Specialist o Senior Monitoring and Evaluation Officer o Senior Legal and Regulatory Affairs Officer
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 Project (TNSWS Project) will be implemented in 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 proposed TNSWS Project Implementation Unit (PIU).</p> <p>The PIU seeks an experienced Project Director (PD) to establish and oversee its operations and provide strategic leadership to achieve PIU goals and manage the project administration. During the procurement phase, the PD will oversee the stand-up of the PIU, which will include the development of its charter, results framework, and operations. Once operations are established, the PD will ensure that the PIU implements the project in accordance with the work plan to achieve result framework by providing strategic leadership and managing operational resources. In addition, the Project Director will be expected to:</p> <ul style="list-style-type: none"> • Provide strategic leadership and direction to the TNSWS PIU operations and PIU team; • Lead the development, finalization, and resourcing of the NSW Implementation Plan; • Lead the design and establishment of PIU operational processes and procedures (finance, admin, compliance, HR, etc.); • Oversee the timely execution of the TNSWS Project implementation plan; review and monitor the progress and risks; • Ensure the TNSWS PIU budget and resources are effectively managed with the necessary funds to support the execution of the TNSWS PIU's mandate, activities, and staff; • Facilitate and manage all procurement activities and executed contracts through coordination with the Procurement Specialist; • Support and manage the design and implementation of a Coordinated / integrated Border Management Strategy and processes; • Report the TNSWS Project implementation progress to the Ministry of Finance and other high-level TNSWS committees; • Collaborate and coordinate with the Project Sponsor and other relevant stakeholders, including Ministries, Departments, and private sector organizations; • Facilitate efficient administrative operations, procedures, and processes throughout the TNSWS PIU; and • Facilitate and coordinate with the Project Sponsor to establish and operationalize the proposed TNSWS Management and Governance entities. 		



**REQUIRED
SKILLS &
EXPERIENCE**

I. Academic Qualifications:

- Master's Degree in Economics or International Trade or Public Administration or Public Policy, or a relevant field; or
- An equivalent qualification in the relevant field; and
- Certificate in Project Management.

II. Work Experience & Skills:

- Minimum 12 years of experience in project management (with direct experience in a Sri Lankan government agency is preferred) out of which at least 06 years of experience should be in Senior Managerial Level;
- Demonstrated ability to develop and execute project management resources for large teams;
- Proven track record of designing and implementing high-quality work products and project planning materials;
- Strong stakeholder management, executive presence, and interpersonal relationship skills, particularly in a government context;
- Proficiency in using MS Office products and tools, such as MS Word, MS PowerPoint, MS Outlook, and MS Project;
- Proficiency and experience in working with a coordinated/ inter-agency process management are preferred; and
- Familiarity with ICT systems, such as ASYCUDA or a similar platform.

III. Language Requirements:

- Fluency in English Sinhala, and/or Tamil