



Ministry of Finance, Economic Stabilization and National Policies

## Trade National Single Window System Project (TNSWSP)

### VACANCY NOTICE

#### Introduction

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, Economic Stabilization and National Policies has decided to establish a dedicated Project Implementation Unit (PIU) to implement the proposed Trade National Single Window System Project and call applications from the most eligible candidates from the existing officials of the Government service for the following positions initially of the proposed PIU of the Trade National Single Window System Project;

SN	Job Titles	No. of Posts
1	Management Assistant	01
2	Finance Assistant	01
3	Driver	01
4	Office Aid	01

#### Qualifications

##### 1) Management Assistant

- Diploma in Human Resource or Business/ Public Administration, or a relevant field, or any other higher qualification obtained from a Institute recognized by the Government; **and**
- Minimum 06 years of experience relevant to administration in a Government Institution; **and**
- Experience in file management, report writing, and record maintaining 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.

##### 2) Finance Assistant

- Diploma in Finance or Accounts, or a relevant field, or any other higher qualification, obtained from a Institute recognized by the Government; **and**
- Minimum 06 years of experience relevant to finance in a Government Institution; **and**

- Experience in preparation of financial reports, analyzing financial reports, 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.

### **3) Office Aid**

- Minimum 06 years of experience as an Office Aid in a Government Institution.

### **4) Driver**

- Minimum 06 years of experience as a driver in a Government Institution.

### **Common Conditions**

- Age should be less than 57 years as of 26.04.2024.
- Candidates will be recruited for a period of 36 months on Secondment Basis subject to renewal of contract annually on the basis of annual performance appraisal.
- All required qualifications should be completed on or before 26.04.2024.
- The Secretary to the Ministry of Finance, Economic Stabilization and National Policies reserves the right on whether or not to fill the vacancies.
- The decision of the Secretary to the Ministry of Finance, Economic Stabilization and National Policies 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. 01/2019 dated March 05, 2019.

### **How to apply**

Applications prepared as per the specimen application attached to this notification should be sent by the eligible candidates through their respective Head of Institutions by registered post to reach the following address on or before 26.04.2024. The post you are applying for should be mentioned on the top left hand corner of the envelope containing the application with other documents.

#### **Address:**

#### **Director General**

Department of Trade and Investment Policy  
Ministry of Finance, Economic Stabilization and National Policies  
The Secretariat  
Colombo 01

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.

#### **The Secretary**

Ministry of Finance, Economic Stabilization and National Policies  
Date: 05.04.2024