



Ministry of Finance, Economic Development, Policy Formulation, Planning and Tourism
Trade National Single Window System Project (TNSWSP)

Vacancy Announcement - Post of Management 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, Economic Development, Policy Formulation, Planning and Tourism 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 public /private sector for the post of Management Assistant initially of the proposed PIU of the Trade National Single Window System Project.

Qualifications

- 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 05 years of experience relevant to Human Resource/ Administration in private sector organization/ clerical functions in a public sector; **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.

Common Conditions

- Age should be less than 45 years as of 13.10.2024.
- Public sector candidates will be recruited on Secondment Basis and private sector candidates will be recruited on contract basis, subjected to renewal of contract annually on the basis of annual performance appraisal for a period of 36 months.
- All required qualifications should be completed on or before 13.10.2024.
- The Secretary to the Ministry of Finance, Economic Development, Policy Formulation, Planning and Tourism reserves the right on whether or not to fill the vacancies.
- The decision of the Secretary to the Ministry of Finance, Economic Development, Policy Formulation, Planning and Tourism 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

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 should 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 on or before 13.10.2024 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.

Address

Project Director
Trade National Single Window System
Project
Department of Trade and Investment Policy
Ministry of Finance, Economic
Development, Policy Formulation, Planning
and Tourism

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 Development,
Policy Formulation, Planning and Tourism
The Secretariat, Colombo 01.
Date: 30.09.2024

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)

.....

.....

.....

.....

.....

4. Other Skills and Competencies

.....

.....

.....

.....

.....

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

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)

.....

Date

.....

Signature and Seal of the Head of the Department