



JOB TITLE	Project Director	REPORTS TO	Project Sponsor (Ministry of Finance/DTIP)
CLASS/ SALARY SCALE	PS1 / Rs. 150,000-170,000	AUTHORITY OVER	<ul style="list-style-type: none"><li>○ Single Window Design Architect</li><li>○ Finance &amp; Administration Manager</li><li>○ Procurement Specialist</li><li>○ Change Management Specialist</li><li>○ Coordinated Border Management Specialist</li><li>○ Senior Monitoring &amp; Evaluation Officer</li><li>○ Senior Legal and Regulatory Affairs Officer</li></ul>
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>TNSWS will be implemented by three (3) stages namely, Preliminary Stage, Implementation Stage and Operational Stage over a period of 36 months and the implementation is being led by the NSW Project Implementation Unit (PIU), comprising of 17 technical expertise.</p> <p>The PIU seeks an experienced <b>Project Director (PD)</b> 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 and operations. Once operations are established, the PD will ensure that the PIU implements the project in accordance with the work plan by providing strategic leadership and managing operational resources. In addition, the Project Director will be expected to:</p> <ul style="list-style-type: none"><li>• Provide strategic leadership and direction to the NSW PIU operations and PIU team;</li><li>• 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.);</li><li>• Oversee the timely execution of the NSW implementation plan; review and monitor the progress and risks;</li><li>• Ensure the NSW PIU budget and resources are effectively managed with the necessary funds to support the execution of the NSW PIU's mandate, activities, and staff;</li><li>• Report the NSW implementation progress to the Ministry of Finance and other high-level NSW committees;</li><li>• Collaborate and coordinate with the Project Sponsor and other relevant stakeholders, including Ministries, Departments, and private sector organizations; and</li><li>• Facilitate efficient administrative operations, procedures, and processes throughout the NSW PIU.</li></ul>		



**TASK  
RESPONSIBILITIES**

I. NSW Plans, Execution & Project Management:

- a. Lead the development, finalization, and resourcing of the NSW Implementation Plan based on the NSW Blueprint and in consultation with relevant stakeholders;
- b. Establish operational frameworks and procedures for the NSW PIU supporting the execution and monitoring of the NSW Implementation Plan;
- c. Manage and oversee the implementation and monitoring of the NSW Implementation Plan, activities, and deliverables against planned timelines and compliance standards;
- d. Ensure strategic decisions are taken in a timely manner, monitor project risks, and make timely adjustments as required;
- e. Oversee the development and implementation of a strategy for trade/business process re-engineering and change management;
- f. Oversee the development and implementation of a strategy for modernizing the legislative frameworks to support an electronic NSW;
- g. Oversee the management of all procurement activities and executed contracts through coordination with the Procurement Specialist;
- h. Support the design and implementation of a Coordinated Border Management Strategy and processes;
- g. Oversee the design and implementation of technical and functional architecture and ICT systems for the NSW;
- h. Review and deliver technical and financial reports and other deliverables to the Project Sponsor; deliver high-level communications and briefings to internal and external project stakeholders;
- i. Represent the NSW PIU at relevant government and private sector events, conferences, hearings, etc., as applicable and needed;
- j. Organize, attend, and oversee the facilitation of project-sponsored workshops and training;
- k. Support strong relationships with key government and private sector stakeholders.

II Operations Management:

- a. Forecast the required financial budget and technical assistance requirements for the NSW project activities;
- b. Oversee the management and monitoring of the PIU's budget and finances through coordination with the Project Sponsor and Finance & Administration Manager;
- c. Oversee essential office, logistics, and backend administrative functions through coordination with the Finance & Administration Manager;

III. Supervisory and Staff Support:

- a. Oversee and review essential personnel management, staffing, capacity building, and human resources decisions through coordination with the Senior HR Officer;
- a. Supervise all direct reports, provide regular feedback on direct reports' performance, and conduct annual performance evaluations of direct reports and
- b. Facilitate a productive, collaborative, and positive working environment to support staff morale and welfare through coordination with the Senior HR Officer;
- c. Manage the PIU's personnel and daily operations in accordance with planned project activities, work products, and deadlines.



**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 working with a National Single Window is preferred;
- Familiarity with ICT systems, such as ASYCUDA or a similar platform.

III. Language Requirements:

- Fluency in English Sinhala, and/or Tamil

**COMPETENCIES**

*Proficiency scale through levels 1 (Foundational), 2 (Proficient), 3 (Intermediate), 4 (Advanced)*

Management:

Project Management (4)  
People Management (4)  
Conflict Management (4)  
Visionary Leadership (4)  
Strategic Thinking (4)

Operational:

International Trade (4)  
Trade Facilitation (3)  
Oral & Written communication (3)

Professional:

Decision Making (4)  
Drive for Results (4)  
Written Communication (4)  
Oral Communication (4)  
Drive for Results (4)  
Priority Setting (4)  
Problem Solving (4)  
Technological Ability (3)

**AUTHORIZATION  
BY:**

**PHONE:**

**EMAIL:**

**SIGNATURE:**

**DATE:**