



**MINISTRY OF FINANCE, ECONOMIC
STABILIZATION & NATIONAL POLICIES**

JOB TITLE	Contracts Officer	REPORTS TO	Procurement Specialist
CLASS/ SALARY SCALE	Negotiable	AUTHORITY OVER	N/A
JOB SUMMARY & OBJECTIVES	<p>The Government of Sri Lanka (GoSL) is establishing a Trade National Single Window (TNSW). The TNSW is a single electronic gateway that facilitates the transmission of standardized information across trade-related government agencies to fulfill regulatory requirements for exports, imports, and other trade-related procedures. This gateway is intended to simplify the data exchange and its interoperability across those agencies and traders through streamlined electronic transactions.</p> <p>This effort is being led by the TNSW Project Implementation Unit (PIU), an entity created by the Department of Trade and Investment Policy (DTIP) within the Ministry of Finance. The TNSW will be implemented over a period of 36 months and will consist of 2 phases: Procurement & Implementation.</p> <p>The Contracts Officer will execute and support contract management functions for all TNSW PIU contractors and procurements and work closely with the Procurement Specialist to ensure all TNSW contracts are in accordance with the PIU's procurement policies, processes, and procedures. In addition, the Contracts Officer will be expected to:</p> <ul style="list-style-type: none"> • Establish the contract management policies, processes, and procedures for the TNSW PIU; • Ensure TNSW contracts, procurements are executed in compliance with contractual terms and conditions. • Assist the Procurement Specialist with additional activities to manage, control, and execute TNSW procurements throughout the procurement lifecycle, as needed. 		
TASK RESPONSIBILITIES	<ol style="list-style-type: none"> I. <u>Contract Management</u> <ol style="list-style-type: none"> a. Design and implement contract administration and management policies, processes, and procedures for the TNSW PIU, consistent with GoSL contract laws and regulations; b. Develop, execute, and manage the contract award processes for the acquisition of personnel, goods, and services for the TNSW PIU in accordance with procurement policies and procedures; c. Oversee assistance to prospective and current contractors on the TNSW PIU's contract processes throughout their award lifecycle, facilitating timely and efficient contract execution and addressing any requests for assistance as needed; d. Work closely with the Procurement Specialist to provide contract-related inputs in RFQs and RFPs; e. Routinely monitor and evaluate contracted support and procurement contracts to ensure they follow technical requirements of contract scopes and remain in compliance throughout their period of performance; and f. Regularly brief and report to the Procurement Specialist on the status of ongoing contracts, including upcoming deliverable reports and payment dates. g. Identifying and mitigating potential risks associated with contracts. h. Maintaining accurate and up-to-date contract records. II. <u>Procurement Support:</u> <ol style="list-style-type: none"> g. Assist the Procurement Specialist in preparation and submission of Request for Proposals (RFPs) and other bidding documents; h. Prepare inputs for the Procurement Specialist to meet with potential vendors and suppliers to facilitate the delivery of goods, services and consultancy services as needed; 		



- i. Organize, and update, list of procurement and contract files
- j. Develop criteria for selection and evaluation of bidding documents;
- k. Assist the Procurement Specialist in evaluating and approval for bidding documents and bids received, for procurement process ;
- l. Assist the Procurement Specialist in appeal process and acceptance of the deliverables for the TNSW PIU;
- m. Handling minor procurement activities to maintain PIU in an orderly manner.