

**MINISTRY OF TECHNOLOGY**  
**DEPARTMENT FOR REGISTRATION OF PERSONS**

**Vacancies in e-NIC Project**

Applications are invited for the following posts in Electronic National Identity Card Project (Investment above US\$ 50 million or its equivalent and less than US\$ 100 million) implemented under the Ministry of Technology from the citizens of Sri Lanka who possess the required qualifications and experience.

**Project Director: PS 1 (1 Post)**

**Job Profile**

- Management of Project Management Unit (PMU) and direction of its staff for the timely and successful implementation of the Project.
- Preparation/updating of overall Project Implementation Plan (PIP) in-line with objectives, based on Information and Communication Technology (ICT) and other relevant state-of-art technologies.
- Facilitate preparation/updating of annual plans and other action plans related to scope, time, budget, human resources, procurement, monitoring, etc. based on PIP.
- Island-wide implementation of the project as per the overall PIP to cover citizens of Sri Lanka through existing administrative structure namely; Grama Niladari (GN), Divisional Secretariats (DS), Provincial Offices (PO) and Head Office of Department for Registration of Persons (DRP).
- Coordination of administrative matters related to project activities at different levels from GN through DS, PO, DRP and Ministry.
- Overall monitoring of the physical and financial progress with respect to the PIP.
- Preparation of Cabinet Memoranda and coordination of work related to amendments to the Act and Regulations necessary for the implementation of the Project.
- Overall coordination of the procurements of the Project and participation in Evaluation Committees, Procurement Committees, if needed

**Experience and Qualifications Required (1 or 2 or 3 Below)**

1. A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission **OR** A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field **OR** An Associate membership/ A similar professional qualification obtained from a recognized professional institution in the relevant field

**And**

At least 12 years post qualifying experience in managerial level, out of which 06 years should be in the Senior Managerial Level.

2. A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission **OR** A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field **OR** An Associate membership/ A similar professional qualification obtained from a recognized professional institution in the relevant field

**And**

Corporate/ Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field **OR** A Postgraduate Degree in the relevant field

**With**

At least 10 years post qualifying experience in Managerial Level, out of which 05 years should be in the Senior Managerial Level.

3. A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission **OR** A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field

**And**

A Postgraduate Degree in the relevant field

**With**

Corporate/ Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field

**With**

At least 08 years post qualifying experience in Managerial Level, out of which 04 years should be in the Senior Managerial Level.

**Monitoring & Evaluation Specialist: PS3 (1 Post)**

**Job Profile**

- Oversee the development and implementation of the Performance Monitoring Plan (PMP) to capture project performance and results, including routine service delivery data reporting, baseline and endline assessments, and all monitoring for process and outcome evaluations
- Develop and oversee data flow pattern for the program that will ensure timely data collection and reporting
- Provide leadership and direction on M&E to ensure the project achieves its goals and corresponding objectives and targets
- Ensure high-quality implementation, consistent with national monitoring and evaluation guidelines, protocols, information and reporting systems
- Lead efforts to monitor and evaluate project interventions, document results and provide feedback to stakeholders to guide decision-making
- Promote and support the dissemination of project information among the project team
- Work with project operation and financial staff to prepare and track progress of project and activity budgets
- Supervise a team of M&E professionals
- Coordinate all M&E capacity-building activities with project staff, implementing partners and facility staff
- Coordinate the creation of a Mission Performance Monitoring Plan including assessing the validity of the information and indicators that contribute to that plan.
- Coordinate the regular review of progress towards achieving Assistance Objectives/ Development Objectives by Senior Management through program reviews, portfolio reviews or other processes.
- Assist to Project Director in all monitoring and evaluation activities of the project at all levels.

**Experience and Qualifications Required (1 or 2 or 3 Below)**

1. A Successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission **OR** A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field **OR** An associate membership/ A similar professional qualification obtained from a recognized professional institution in the relevant field

**With**

At least 10 years post qualifying experience in Managerial Level

2. A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission **OR** A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field **OR** An Associate membership/ A similar professional qualification obtained from a recognized professional institution in the relevant field **AND** A Postgraduate Degree in the relevant field or Corporate/ Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field

**With**

At least 8 years post qualifying experience in Managerial Level

3. Class I officer of a Government All Island Services or a similar status in the relevant field

**With**

At least 03 years of experience in the Class I post

**General Conditions**

- ❖ Salary and other allowances will be based on Management Services Circular No. 01/2019 of 05.03.2019
- ❖ Age should not be more than 63 years on the date of closing applications
- ❖ Employees' Provident Fund contribution by the Project 12% against 8% by the employees plus an additional contribution 3% towards Employees' Trust Fund
- ❖ The appointment will be on contract basis and renewable subject to annual performance appraisal based on the need of the project
- ❖ Applications furnishing the full particulars (with photocopies of certificates) should be sent to the Project Director, Electronic National Identity Card Project, 10<sup>th</sup> Floor, Wing "B", Suhurupaya, Battaramulla under registered post on or before 15<sup>th</sup> May 2021.

**Secretary,  
Ministry of Technology**