



**MINISTRY OF FINANCE  
NATIONAL AGENCY FOR PUBLIC PRIVATE PARTNERSHIP**

**Vacancies Announcement**

The National Agency for Public Private Partnership ("NAPPP") is established under the Ministry of Finance in Sri Lanka with the approval of the Cabinet of Ministers.

The primary mandate of the NAPPP is to facilitate line ministries, line agencies and state-owned enterprises ("SOEs") in providing financial, legal and transaction structuring expertise during the process of soliciting and negotiating Public Private Partnership ("PPP") investment projects. The NAPPP facilitates PPP projects in sectors such as power and energy, transportation, water and sanitisation, ports, tourism, real estate, digital infrastructure, affordable housing and special economic zones.

The Government of Sri Lanka has obtained funding from the World Bank Group to provide support for a 5 year period under the *Framework Development and Infrastructure Financing to Support Public Private Partnerships in Sri Lanka*, which enables the NAPPP to effectively facilitate PPP projects in Sri Lanka by procuring local and international technical, financial and legal expertise.

The NAPPP is currently governed by a Chairman and Board of Directors drawn from both public and private sectors. The management staff of the NAPPP comprise of highly qualified professionals. The NAPPP now intends to strengthen its team by inviting qualified and dynamic professionals to apply for the following positions.

- Transaction Advisor/Transaction Manager
- Assistant Manager
- Financial Research Analyst
- Legal Manager
- Legal Executive
- Environmental and Social Safeguards Manager
- Communications and Stakeholder Engagement Manager
- Information Technology (IT) Specialist
- Procurement and Administrative Assistant
- Personal Assistant to the Chairman
- Receptionist
- Office Assistant

The key responsibilities and required competencies for each of the vacancies are detailed below.

**Transaction Advisor (Vacancy number: TA/06/2019)**

**Key responsibilities**

- The Transaction Advisor ("TA") shall work towards fulfilling the primary mandate of the NAPPP and shall perform the operational duties and responsibilities mentioned below, without limitation, during the various stages of the PPP project cycle: preliminary screening and pre-feasibility, processing of project proposals, pre-qualification of proponents, request for proposals stage, negotiations and contract award.
- As a TA of the NAPPP team you will display a high level of technical competency in financial structuring and modelling, investment banking and/or corporate finance.
- The TA will oversee specific PPP transactions, manage and assist transaction teams both internally and externally involving the project stakeholders together with local and international technical/transaction advisers.
- Develop strong working relationships with project stakeholders
- The TA shall provide transaction advisory guidance and supervision to the assigned project teams
- The TA shall assist in developing capacity building materials as well as advice on target group mapping.
- The TA shall assist and/or lead discussions/negotiations as a team leader in identifying sources of Viability Gap Funding ("VGF") for the qualifying projects.
- Perform other duties and responsibilities as required.

**Transaction Manager (Vacancy number: TM/06/2019)**

**Key responsibilities**

- As a Transaction Manager ("TM") within a project team of the NAPPP, you will assist in working towards fulfilling the primary mandate of the NAPPP and shall perform the operational duties and responsibilities mentioned below, without limitation, during the various stages of the PPP project cycle: preliminary screening, processing of project proposals, pre-qualification of proponents, request for proposals stage, negotiations and contract award.
- The TM will be focused on analysing key trends in a given sector, analysing financial data, managing and executing financial due diligence work, writing analytical reports and preparing presentations in relation to transactions or assigned tasks.
- Develop strong working relationships with project stakeholders, anticipate stakeholder needs and communicating with the NAPPP senior management team to manage such expectations in order to achieve the successful project implementation.
- Perform other duties and responsibilities as required.

**Technical and educational qualifications requirements of the Transaction Advisor/Transaction Manager**

- TA shall have over eight (8) years and TM shall have over five (5) years of relevant prior transaction advisory/investment banking/corporate finance/project financing expertise in sectors such as power and utilities, transportation, real estate, restructuring of assets, social infrastructure, ICT & digital infrastructure, financial services, etc.
- Knowledge and experience in project finance including strong capability to develop complex financial models and financial modelling skills, valuation and analysis.
- Proven experience in preparing and reviewing deliverables in various forms including written reports, financial models, presentations to various project stakeholders related to previous projects/assignments.
- Possess excellent financial and analytical skills.
- Should demonstrate sound communication and negotiation skills, development of creative negotiation strategies ideally with exposure in negotiating with local and international parties.
- Possess excellent oral and written communication skills in English.
- A university degree in the fields of finance, economics, accounting, engineering or any finance or engineering related degree from a university recognised by the University Grants Commission, or,
  - o a full qualification in CFA/ACCA/CIMA/CA Sri Lanka/CISI or similar qualification.

**Assistant Manager (Vacancy number: AM/06/2019)**

**Key responsibilities**

- Provide transaction support to the project team in order to achieve the key mandate of the NAPPP as stated in the preamble.
- Be able to gather, verify and analyse information to formulate views/conclusions which will assist the senior team members at the NAPPP in the decision making process.
- Provide financial modelling support, analytical report writing support, and preparation of presentations and discussion notes on assigned tasks/projects.
- Proactively collaborate with relevant team members/project stakeholders to resolve any issues and to identify project risks and opportunities for improving processes.
- Proactively contribute, coordinate and manage multiple tasks/engagements as assigned by the reporting manager/senior management of the NAPPP.

**Financial Research Analyst (Vacancy number: FA/06/2019)**

**Key responsibilities**

- Provide transaction support to the project team in order to achieve the key mandate of the NAPPP as stated in the preamble.
- Be able to gather, verify and analyse information to formulate views/conclusions which will assist the senior team members at the NAPPP in the decision making process.
- Provide financial modelling, analytical report writing support, and preparation of presentations and discussion notes on assigned tasks/projects.
- Proactively collaborate with relevant team members/project stakeholders to gather relevant information as required by the NAPPP team officials.
- Proactively contribute, coordinate and manage multiple tasks/engagements as assigned by the reporting manager/senior management of the NAPPP.

**Technical and educational qualifications requirements of the Assistant Manager/ Financial Research Analyst**

- An Assistant Manager shall have a minimum of four (4) years and a Financial Research Analyst shall have a minimum of three (3) years of prior work experience in an environment related to transaction advisory/investment banking/corporate finance/new business development.
- Knowledge and experience in developing MS Excel based financial models and possess financial modelling, valuation and analysis skills.
- Possess excellent attention to detail, research, data analytics, investment note writing and presentation skills.
- Possess excellent oral and written communication skills in English.
- A university degree in the fields of finance, economics, accounting, engineering or any finance or engineering related degree from a university recognised by the University Grants Commission, or,
  - o a full qualification in CFA/ACCA/CIMA/CA Sri Lanka/CISI or similar qualification.

**Legal Manager (Vacancy number: LM/06/2019)**

**Key responsibilities**

- Work collaboratively with the transaction advisory teams in order to achieve transaction closure by providing the required legal assistance in terms of documentation and advise across multi-sectoral PPP transactions to the NAPPP team and to the respective project stakeholders.
- Assist in providing legal advice regarding the transactions, expression of interests ("EOIs"), request for proposals ("RFPs"), negotiations and various agreements that comprise the suite of the project agreements.
- Perform duties and responsibilities in the capacity of the legal advisor when appointed to various project committees and the like.
- Assist and/or lead the preparation and compilation of templates, procedures manuals, practice notes, and the like of project proposals, EOIs, RFPs, contract "boilerplates", evaluation reports, etc., for use as NAPPP work templates.
- Provide advocacy to identified policy changes that are required for the successful implementation of PPPs and SOE restructuring.
- Lead and manage the legal analyses of legislation, regulations, and other initiatives in order to support any legal due diligence related to transactions.
- Perform other duties and responsibilities as required.

**Technical and educational qualifications requirements**

- The Legal Manager shall have a minimum of five (5) years of demonstrated work experience as a lawyer in an environment similar to a law firm with specialism in infrastructure, project finance or corporate law, an investment bank, a multilateral lender or institution, an infrastructure advisory or a relevant governmental agency in any jurisdiction.
- The Legal Manager shall be proficient in drafting and negotiating complex project related contracts, executing legal due diligence exercises, reviewing and understanding financial agreements in project finance, corporate or commercial law.
- Demonstrated experience providing legal advocacy for procurement of goods, works and services, and drafting of legislation, policies or regulations, etc. will be an added bonus.
- Should demonstrate sound negotiation skills, development of creative negotiation strategies to enhance the client position and demonstrable exposure in negotiating with local and international parties.
- Possess a working knowledge or keen interest on environmental, social and gender laws prevailing in Sri Lanka and globally.
- Possess excellent oral and written communication skills in English.
- A lawyer with a valid and existing license to practice law in Sri Lanka holding a bachelor's degree or equivalent with at least a second upper class degree or equivalent. Lawyers with a valid and existing license to practice law in England, New York, California, India or Singapore will also be considered.
- Having a specialised Master's degree (LL.M) with focus on finance or business law would be an added advantage.

**Legal Executive (Vacancy number: LE/06/2019)**

**Key responsibilities**

- Work collaboratively with the legal team and transaction advisory team in order provide support during the PPP project cycle.
- Assist in providing legal support regarding the transactions, expression of interests ("EOIs"), request for proposals ("RFPs"), negotiations and various agreements that comprise the suite of the project agreements.
- Assist in the preparation and compilation of templates, procedures manuals, practice notes, and the like of project proposals, EOIs, RFPs, contract "boilerplates", evaluation reports, etc., for use as NAPPP work templates.
- Assist in legal analyses of legislation, regulations, and other initiatives in order to support any legal due diligence related to transactions.
- Perform other duties and responsibilities as required.

**Technical and educational qualifications requirements**

- The Legal Executive shall have a minimum of three (3) years of demonstrated work experience related to contract drafting, contract negotiation and executing legal due diligence.
- Demonstrated experience in corporate and commercial law will be an added advantage.
- Possess a working knowledge or keen interest on environmental, social, gender laws prevailing in the country and globally.
- Possess excellent oral and written communication skills in English.
- A lawyer with a valid and existing license to practice law in Sri Lanka holding a bachelor's degree or equivalent with at least a second upper class degree or equivalent. Lawyers with a valid and existing license to practice law in England, New York, California, India or Singapore will also be considered.

**Environmental and Social Safeguards Manager (Vacancy number: ESM/06/2019)**

**Key responsibilities**

- Assist the transaction advisory teams on key issues related to environmental and social impact assessments of NAPPP's transactions taking into consideration the required best practices and standards of the government of Sri Lanka/multilateral organisations.
- Assist the Environmental, and Social Safeguards and Gender Specialists/Consultants as required.
- Manage and conduct environmental and social safeguard due diligence of new transactions for NAPPP's consideration.
- Preparation of terms of references ("TOR") to undertake requisite social safeguards and environmental assessments as per the screening conducted and obtain clearances from the World Bank and/or designated project approving agencies.
- Identify key potential social and environmental impacts and risks of a transaction and ensure that their magnitude and significance are well understood by the NAPPP and relevant stakeholders to the transaction.
- Assist in devising and incorporating into the safeguard plans, measures to avoid/minimise and mitigate adverse environmental and social impacts, and draft relevant documentation.
- Assist the relevant environmental and social safeguards teams at the line ministries/agencies to supervise projects to ensure implementation of mitigative measures.
- Collaborate with relevant line ministries/agencies, the World Bank and other relevant consultants to ensure effective coordination and management of environmental and social safeguard aspects related to transactions at the NAPPP.
- Conduct consultations with stakeholders in accordance with relevant policies and guidelines.
- Perform other duties and responsibilities as required.

**Technical and educational qualifications requirements**

- Minimum 3 years of proven knowledge and professional experience in the fields related to the environmental sector, including experience in environmental mainstreaming (planning and/or management, and/or awareness raising etc.), social policy development and analysis, project/programme coordination or related field.
- Proven experience in preparing recommendations, compiling materials and/or publications related to the environment and social safeguards.
- Prior experience in working or cooperating with international organisations would be an added advantage.
- Demonstrated experience in development and/or management of community level infrastructure projects.
- Ability to travel on site to assess key environmental and social issues/risks.
- Demonstrated experience in preparation of Environmental Assessments / Management Plans for governmental organisations, NGOs and/or local communities.
- Should possess excellent English language skills both written and verbal communication and presentation skills.
- A Bachelor's degree in a relevant field such as, environment, civil engineering, natural science, etc., with demonstrated interest and experience in environmental management and environmental sustainability from a university recognised by the University Grants Commission.
- A Master's degree or equivalent in environmental related, economics, management, business administration, public administration, social sciences or other relevant areas from a university recognised by the University Grants Commission.

**Communication & Stakeholder Engagement Manager (Vacancy number: CM/06/2019)**

**Key responsibilities**

- Provide a lead role in planning, developing, producing and delivering communications materials and presentations for various events, internal communication and external stakeholder engagement.
- Take the lead in organising and managing various workshops, stakeholder consultations, conferences, etc., for the NAPPP. Such duties shall include the drafting of invitations, management of guest list, preparation and management of logistical arrangements, drafting and distributing event content material, etc., in collaboration with the respective NAPPP staff.
- Conduct research and find potential resources to facilitate the NAPPP team to make decisions about possible workshops and stakeholder consultations.
- Prepare written materials including business communications, reports, and presentations at the request of the NAPPP team.
- Write and distribute content for the website, press releases and newsletters.
- Track and manage various stakeholder requests, and ensure timely and accurate responses are communicated.
- Be responsible for ensuring accurate information and proofreading on all business communication materials, website and newsletters.
- Collaborate with other communications teams within the government sector and other key stakeholders to optimise the communications opportunities.
- Possess excellent oral and written communication skills in English.
- Perform other duties and responsibilities as required and as instructed by the management of the NAPPP.

**Technical and educational qualifications requirements**

- Possess a minimum of four (4) years of middle to senior management experience in professional communications and/or stakeholder engagement management in a public relations firm or recognised corporate.
- Should possess excellent written and verbal communications skills including proofreading and copy editing in English language. Written and oral communication proficiency in Sinhalese/Tamil languages will be an added advantage.
- Demonstrate a well-developed communication skills, with the ability to understand and communicate complex ideas persuasively and efficiently through print, digital and spoken channels.
- Should possess high level of networking, team building and stakeholder engagement management skills.
- Possess excellent oral and written communication skills in English.
- Bachelor's degree in marketing, corporate communications, business, journalism or a related field from a university recognised by the University Grants Commission.

**Information Technology (IT) Specialist (ITS/06/2019)**

**Key responsibilities**

- provide first line support to NAPPP staff, assisting them with hardware, software, network and communication difficulties.
- Installing and troubleshooting operating systems, network internal software, drivers and office applications such as Microsoft office 365 business premium, etc.
- Train users on software applications used by the NAPPP.
- Monitor, manage and implement firewalls, WIFI access points, L3 switches, overall ELV (fibre / surveillance, voice / data)
- Manage and support wired and wireless LAN network infrastructure.
- Maintain PABX, CCTV and biometrics network.
- Perform other duties and responsibilities as required.

**Technical and educational qualifications requirements**

- Possess a minimum of 4 years of hands on experience in implementation, monitoring and maintenance of IT systems with a good knowledge on hardware, software, networking, firewalls, cloud storage management and troubleshooting, etc.
- The candidate shall possess good communication and interpersonal skills, ability to work within a team, thorough knowledge in software and hardware related issues and ability to think creatively to solve IT issues.
- Bachelor's degree in IT , networking, computer science, engineering at a university recognised by the University Grants Commission, or
  - o a Higher Diploma in Computer Science from a recognised institute.

**Procurement and Administrative Assistant (PA/06/2019)**

**Key responsibilities**

- Assist the Procurement Specialist in carrying out the procurement activities related to the NAPPP which primarily includes procurement of consultancy services.
- Coordinate the required activities to ensure the procurement process is managed and implemented in a timely and accurate manner adhering to the respective procurement guidelines.
- Maintain and manage all documentation related to procurements.
- Perform other duties and responsibilities as required.

**Technical and educational qualifications requirements**

- The ideal candidate should have at least 4 years of strategic procurement related work experience in the fields of public sector procurement related to procurement of goods, services and consultancies. The candidate must have a fair understanding of the government procurement guidelines and procedures, and having working knowledge of procurement procedures of multilaterals (such as, the World Bank) would be an added advantage.
- The candidate should be a proactive and a quick learner supporting the procurement team.
- He/She should be able to work in a team with minimum supervision and meet the set deadlines and project objectives.
- The candidate shall be computer literate with a fair working knowledge of MS Office applications.
- The candidate shall possess a good command of English and Sinhala both in written and orally.
- He/She shall be a team player, with good attention to detail skills and with good documentation/data management skills.
- A Bachelor's degree in a relevant field from a university recognised by the University Grants Commission.

**Personal Assistant to the Chairman (PA/06/2019)**

**Key responsibilities**

- The Personal Assistant ("PA") shall provide secretarial and administrative support to the Chairman of the NAPPP to whom he/she shall report. The duties and responsibilities of the PA shall include without limitation to the following.
- Provide assistance to the Chairman with meeting arrangements and monitoring of work-flow.
- Assist in preparation and compilation of required materials including the preparation of presentations, drafting of briefing notes for meetings, discussions and for various other forums as requested.
- Carry out quality control, copy editing and formatting of documents.
- Participate at NAPPP team meetings, draft meeting minutes, monitor and follow-up on tasks for the Chairman.
- Monitor and respond to general inquiries (written and verbal) from various parties and draft responses on behalf of the Chairman for his sign off.
- Monitor deadlines for various correspondences on behalf of the Chairman and ensure such correspondences are delivered in a timely manner.
- Maintain an efficient file management system and document control system on behalf of the Chairman.
- Should maintain confidentiality of information with utmost discretion.
- Perform other duties and responsibilities as required and as instructed by the Chairman of the NAPPP.

**Technical and educational qualifications requirements**

- Possess a minimum of five (5) years of relevant work experience in handling secretarial work and documentation control.
- The ideal candidate should have experience in dealing with heads of organisations both government and private and/or CEOs.
- Should possess excellent English language skills both written and verbal communication and presentation skills.
- Having a working knowledge of Sinhalese/Tamil will be an added advantage.
- Excellent attention to detail, should be able to work with minimum supervision and work under pressure.
- Proficiency in MS Office package including MS Word, MS Excel, MS PowerPoint and Outlook.
- Should possess a proactive and positive work attitude.
- Demonstrable organisational and administrative skills.
- Proven track record of reliability and strong sense of responsibility.
- Candidates should have a minimum of three "S" passes at the G C E (Advanced Level) examination and a diploma or equivalent qualification in communications, business administration or related. Having followed a secretarial course at a reputed organisation would be an added advantage.

**Receptionist (RT/06/2019)**

**Key responsibilities**

- Meet and greet visitors in person or via the telephone. This will include answering or referring inquiries to the respective NAPPP staff or providing direction to the inquirer to obtain the required details.
- Direct visitors by maintaining employee and department directories.
- Maintain security protocol by following the procedures set by the NAPPP.
- Ensure a safe and clean reception area is maintained at all times.
- Monitor the CCTV at the office premises and report any irregularities immediately to the management of the NAPPP.
- Documenting and communicating various inquiries and follow-up actions.
- Perform clerical receptionist duties such as filing, photocopying and faxing.
- Receive, sort and distribute daily mail and deliveries.
- Perform other duties and responsibilities as required.

**Required Skills and Qualifications**

- Prior experience as an Office Assistant would be an added advantage.
- Possess a proactive and customer service attitude.
- Good Sinhalese language written and verbal communication skills. Ability to communicate in English/Tamil would be an added advantage.
- Candidates should have successfully passed the G. C. E. (Ordinary Level) examination.

**Nature of the Appointment**

The appointment of the selected candidates for the above vacancies will be on a fulltime contract basis with periodic performance reviews for a period of two (2) years with a possibility of renewal, based on performance.

**The Reporting Mechanism and Procedure to Submit Applications**

- The NAPPP staff will enter into a contract with the NAPPP, Ministry of Finance, Sri Lanka and will report to the Chairman and/or to the designated senior management officer at the discretion of the Chairman of the NAPPP.
- All applicants should be less than 55 years of age.
- Applicants employed in line ministries, line agencies and SOEs should send their applications through the heads of their respective organisations.
- Only the shortlisted candidates will be called for one or more interviews and the candidates will require to be present for an interview with the originals of all relevant certificates.
- Applications stating the **Vacancy number and job title** with full particulars of qualifications, experience and other relevant information should be sent via registered post by the 21<sup>st</sup> of June 2019 to the address given below. The Vacancy number and the job title should be mentioned on the top left corner of the envelope.
- In addition to the registered post, applicants may opt to electronically mail the same to the email, [napp@mo.treasury.gov.lk](mailto:napp@mo.treasury.gov.lk) by stating the Vacancy number and the job title in the subject line of the email.

The Chairman  
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