



VACANCY ANNOUNCEMENT

Ministry of Digital Economy - Data Protection Authority of Sri Lanka



Applications are invited for positions at the Data Protection Authority of Sri Lanka, established under the Personal Data Protection Act, No. 9 of 2022. The Authority has been established with the objective of regulating the processing of personal data and protecting individuals' privacy. It ensures that all public and private sector organizations comply with the legal obligations stipulated under the Act. The establishment of the Authority aims to promote the growth and innovation of Sri Lanka's digital economy while ensuring the safety and trustworthiness of digital transactions and communications. Accordingly, applications are invited from qualified and experienced professionals for the following position.

POST OF ASSISTANT DIRECTOR – HUMAN RESOURCES AND ADMINISTRATION

Area of Key Responsibilities

- a. Assist in managing all aspects of human resource management, including recruitment, selection, onboarding, training, performance management, and employee relations.
- b. Collaborate with the Director to develop and implement HR policies, procedures, and initiatives
- c. Manage logistics and procurement activities to support the smooth functioning of the Authority.
- d. Collaborate with the Director to develop and monitor budgets for HR, administration, and logistics functions, ensuring cost-effective allocation of resources.

Qualifications and Experience:

The candidate should have following qualifications;

- I. A Bachelor's Degree recognized by the University Grant Commission (UGC) in Sri Lanka in Human Resource Management, Business Administration, Public Administration or any other Degree relevant to the post, and awarded by a university, recognized by the UGC of Sri Lanka

And

Postgraduate Degree (Master's) in Human Resource Management, Business Administration, Public Administration or any other field relevant to the post, or Chartered Membership of a recognized professional Chartered Institution, which is relevant to the subject area of the post

With

At least six (06) years of managerial level experience in a corporation, statutory board/Institution or a reputed private institution with evidence of handling HR and Admin functions

Age: Age should be not less than 30 years and not more than 55 years.

REMUNERATION AND BENEFITS:

- a) Fixed-term contract initially for a period of three (03) years with entitlement to Employees' Provident Fund (EPF) and Employees' Trust Fund (ETF).

- b) An attractive remuneration package along with other benefits, enjoyed by the fixed term employees of the Authority

OTHER REQUIREMENTS:

- a) Should be a citizen of Sri Lanka.
- b) Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- c) Should be of excellent moral character.
- d) Should have a good command of the English language as interactions with international agencies and other institutions overseas is a job requirement for professional grades.
- e) Familiarity with the digital economy and social media will provide an advantage.

GENERAL CONDITIONS

Age: limit will not apply to applicants from public corporation, statutory board, fully government owned company

Method of Selection – Suitable candidate will be selected based on one or more interviews. Appointments will be made purely in order of merit.

Closing Date for Applications – 18th May 2026

Secondment: Any eligible officer in public service seeking secondment to this position is responsible for coordinating with their line Ministry to release him/her from the service on secondment basis under the prevailing provisions specified by the Ministries in charge of Public Administration, Finance and other authorities. They should submit their applications through the Heads of the respective Ministries/ Departments/ institutions.

The secondment period is initially for one (01) year, and the renewals will be subject to the job holder's performance and other organizational requirements.

APPLICATIONS:

Eligible candidates are invited to send their Curriculum Vitae with names and contact information of non-related referees through the email hr@dpa.gov.lk on or before 18th May 2026

The post applied for should be stated in the subject of the email.

Please note that only shortlisted candidates will be contacted.

You should not attach scanned copies of your certificates to your CV. The Authority will contact you, if your application is shortlisted.

All applications will be treated in strict confidence and any form of canvassing will be regarded as a disqualification.

Chairman

Data Protection Authority of Sri Lanka

1st Floor – Block 5, BMICH

Buddhaloka Mawatha, Colombo7

Tel +94(0)112697241

Web www.dpa.gov.lk