



Ministry of Digital Economy
Project Management Unit (PMU)

Job Descriptions

- 1. Title: Proposal Assessment Analyst** 2 Vacancies
- 2. Introduction:** A Proposal Assessment Analyst evaluates and reviews project proposals to assess their feasibility, risks, and alignment with national digitalization goals and provide recommendations for approval or revisions.
- 3. Duration:** 6 months service contract
- 4. Job Descriptions :**

1. Proposal Assessment Analyst

Position	Proposal Assessment Analyst
Location	Ministry of Digital Economy (MoDE)
Reporting to	Head of PMU
Objective	The Proposal Assessment Analyst will contribute to the successful implementation of the Sri Lankan government's digitalization policy by evaluating project proposals submitted to the Ministry of Digital Economy (MoDE). The role aims to ensure that all projects align with national digitalization goals, meet feasibility criteria, and are equipped with clear risk mitigation strategies.

<p>Key Responsibilities</p>	<ul style="list-style-type: none"> (i) Proposal Evaluation <ul style="list-style-type: none"> ● Review and assess project proposals to evaluate their alignment with MoDE’s digitalization priorities and national goals. ● Conduct feasibility studies to determine the viability of proposed projects, considering technical, financial, and operational aspects. ● Identify and evaluate potential risks, including resource constraints, technological limitations, and financial challenges. (ii) Risk and Impact Assessment <ul style="list-style-type: none"> ● Conduct detailed risk assessments of project proposals, identifying both internal and external factors that could impact project success. ● Provide recommendations for risk mitigation strategies to enhance the likelihood of project success. ● Assess the potential impact of proposed projects on national digital transformation efforts. (iii) Recommendations for Approval or Revisions <ul style="list-style-type: none"> ● Provide clear, actionable recommendations on whether proposals should be approved, revised, or rejected based on feasibility, risk analysis, and alignment with national priorities. ● Suggest improvements or modifications to proposals that could enhance their effectiveness and feasibility. (iv) Collaboration with Stakeholders <ul style="list-style-type: none"> ● Work closely with project managers, stakeholders, and government entities to clarify proposal requirements and provide feedback on proposal drafts. ● Collaborate with the PMU team to ensure that all proposals align with MoDE’s strategic direction and are supported by appropriate documentation. (v) Reporting and Documentation <ul style="list-style-type: none"> ● Prepare detailed assessment reports for each proposal, documenting findings, analysis, and recommendations. ● Present findings to senior management and other stakeholders to support decision-making processes.
<p>Qualifications and Experience</p>	<p>Experience:</p> <ul style="list-style-type: none"> ● Minimum of 3-5 years of experience in proposal evaluation, project management, or business analysis. ● Experience in reviewing proposals related to digital transformation or e-governance is an advantage. <p>Knowledge:</p> <ul style="list-style-type: none"> ● Strong understanding of project evaluation techniques, including feasibility, risk analysis, and impact assessment. ● Familiarity with national digitalization goals and government initiatives in the digital space. ● Knowledge of business analysis methodologies and project management frameworks (e.g., Agile, Waterfall).
<p>Technical Skills</p>	<ul style="list-style-type: none"> ● Proficiency in MS Office Suite (Word, Excel, PowerPoint) for creating reports and analyzing data. ● Experience with project management tools (e.g., Jira, Trello) is a plus. ● Strong ability to analyze proposals and create clear, actionable assessments and reports.

Non-Technical Skills	<ul style="list-style-type: none">● Analytical and problem-solving skills.● Excellent communication (written and verbal) and interpersonal skills.● Ability to work independently and collaborate with cross-functional teams.● Strong attention to detail and excellent organizational skills.● Ability to work under pressure and meet deadlines.
Educational Requirements	<ul style="list-style-type: none">● Bachelor's degree in Business Administration, Project Management, Information Technology, or a related field.
Certifications (Optional)	<ul style="list-style-type: none">● Project Management Professional (PMP) or similar project management certifications.● Certified Business Analysis Professional (CBAP) or Entry Certificate in Business Analysis (ECBA) is a plus.