



දත්ත ආරක්ෂණ අධිකාරිය
தரவுப் பாதுகாப்பு அதிகாரசபை
Data Protection Authority



Ministry of Digital Economy

VACANCIES

The Data Protection Authority of Sri Lanka (DPA), established under the Personal Data Protection Act No. 9 of 2022, is now establishing its Secretariat. This new government agency is a pivotal, high-level Authority tasked with regulating the fundamental right to data privacy across the country. Its establishment marks a critical step in safeguarding every citizen from the adverse impacts of digitalization while ensuring the responsible use of data to drive the future of Sri Lanka's digital economy. We are now seeking an exceptional skilled professional to take on an exciting career opportunity of this major national undertaking. Join us to help build the foundation of a modern, compliant, and innovative digital landscape within the public service.

Applications are invited from qualified and experienced Sri Lankan citizens for the following positions;

POSTS OF DIRECTOR

DIRECTOR-HUMAN RESOURCES AND ADMINISTRATION

Key Responsibilities

- Manage all Human Resource Management functions including Recruitment, Induction, Remuneration and Benefits, Performance Management and Staff Engagement
- Assess the competency gaps of the staff and arrange suitable training opportunities
- Take responsibility for the administration of the office premises and manage all logistics functions.
- Manage all procurements on behalf of the Authority.
- Manage all outsourced service providers to the Authority.

Qualifications and Experience

The candidate should have one of the following qualifications;

- A Bachelor's Degree recognized by the University Grants Commission (UGC) of Sri Lanka in Human Resource Management, Business Administration, Public Administration or any other Degree relevant to the post, recognized by the University Grants Commission (UGC) of Sri Lanka **and** a Postgraduate Degree (Master's) in Human Resource Management, Business Administration, Public Administration, Commerce or any other field relevant to the post **or** a Chartered Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post **with** at least ten (10) years of managerial experience in HR and Admin with a proven track record in a public corporation, statutory board, and fully government owned company, or a reputed mercantile establishment after obtaining the first Degree

OR

- A Fellow Membership of a recognized professional Chartered Institution, in a field related to the post **with** at least ten (10) years of managerial experience in HR and Admin with a proven track record in a public corporation, statutory board, a fully government owned company, or a reputed mercantile establishment after obtaining the first Degree.

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

DIRECTOR-FINANCE

Key Responsibilities

- a. Manage the Income and Expenditure of the Authority exercising proper controls.
- b. Maintain Accounts in accordance with Sri Lanka Accounting Standards.
- c. Prepare final accounts and compile the Annual Report for admission to Parliament.
- d. Prepare Monthly MIS reports for the Board.
- e. Prepare performance reports for submission to the Minister as required
- f. Manage the investments and other assets of the Authority.

Qualifications and Experiences

The candidate should have one of the following qualifications,

- a) A Bachelor's Degree recognized by the University Grants Commission (UGC) of Sri Lanka in Accountancy, Finance, Business Administration, Commerce or any other Degree relevant to the post, recognized by the University Grants Commission (UOC) of Sri Lanka **and** an Associate Membership of a recognized professional Chartered Institution in Accountancy **with** at least ten (10) years of managerial level experience in a corporation, statutory board/institution or reputed private institution

OR

- b) A Fellow Membership of a recognized professional Chartered Institution in Accountancy **with** at least ten (10) years of managerial level experience in a corporation, statutory board/institution or reputed private institution.

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

DIRECTOR-LEGAL AND ENFORCEMENT

Key Responsibilities

- a. Provide legal support and advice to the Board and all other Divisions of the Authority
- b. Handle all legal documentation for the Authority
- c. Handle all litigation matters relating to the Authority.
- d. Facilitate entering into agreements and memoranda of understanding (MoUs) with other relevant institutions in Sri Lanka and overseas.
- e. Liaise with the Attorney General's Department, Legal Draftsman's Department, and other external parties

Qualifications and Experiences

The candidate should have the following qualifications;

- a) Attorney-at-Law with a Postgraduate Degree in Law **with** at least ten (10) years of institutional /subject experience of which 05 years should be in a managerial role within public or private sectors wide evidence of handling legal and enforcement functions, preferably within a regulatory environment, after giving oaths as an Attorney-at-Law

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

DIRECTOR-DISPUTE RESOLUTION

Key Responsibilities

- a. Receive complaints from data subjects and any other aggrieved parties and conduct inquiries in accordance with the provisions of the Personal Data Protection Act.
- b. Require any persons to appear before the Data Protection Authority and examine persons under oath where necessary.

- c. Enter the premises of any controller or processor of data, inspect or seize records, and carry out investigations.
- d. Make directives and recommend fines, penalties, and other appropriate actions to be taken in accordance with the Personal Data Protection Act.

Qualifications and Experience:

The candidate should have one of the following qualifications,

- a) A Bachelor's Degree recognized by the University Grants Commission (UGC) of Sri Lanka in Law, Information Technology, Computer Science, Computer Engineering, Data Science, Data Processing Management or any other Degree relevant to the post, recognized by the University Grants Commission (UCC) of Sri Lanka and a Postgraduate Degree (Master's) in Information Technology, Computer Science, Computer Engineering, Data Science, Data Processing Management, Business Administration, Economics or any other field relevant to the post or Associate Membership of a recognized professional Chartered Institute in Information Technology with at least ten (10) years of managerial level experience in a Corporation , statutory Board/institution or reputed private institution

OR

- b) A Fellow membership of a recognized professional Chartered Institute which is relevant to the subject area of the post and at least ten (10) years of managerial level experience in corporation, statutory board/institution or reputed private institution

OR

- c) An Attorney-at-Law with a Postgraduate Degree (Masters) in a field relevant to the post with at least ten (10) years of managerial level experience in a corporation, statutory board/institution or reputed private institution.

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 these (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.
- c) Should be of excellent moral character
- d) Should have an excellent 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

Age: Age limit will not apply to applicants from public corporations, statutory board and fully government owned companies.

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

Closing Date for Applications: 17th November 2025

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 to hr@dpa.gov.lk on or before 17th November 2025.

The position 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 the strictest confidence and any form of canvassing will be regarded as a disqualification

Chairman - Data Protection Authority of Sri Lanka
1st Floor Block 5, BMICH Bauddhaloka Mawatha, Colombo 7.
Tel +94(0)112697241
Web www.dpa.gov.lk