

# **Information and Communication Technology Agency Sri Lanka (ICTA)**

## **HIRING OF A RECRUITMENT AGENCY**

### **1. Introduction**

ICTA is the apex Information and Communication Technology institution of the Government of Sri Lanka, which is statutorily empowered under Information and Communication Technology Act No. 27 of 2003 as amended by Act No: 33 of 2008, (ICT Act) and has been mandated to take all necessary measures to implement the Government's Policy and Action Plan in relation to ICT. In terms of Section 6 of the ICT Act, ICTA is required to assist the Cabinet of Ministers in the formulation of the National Policy on ICT and provide all information necessary for its formulation.

ICTA, is a wholly owned institution by the Government of Sri Lanka, which was formulated and operationalised to implement the e-Sri Lanka Development Project funded by the World Bank from 2004 to 2011. Through the eSri Lanka Development Project, ICT was to be used to develop the economy of Sri Lanka, reduce poverty and improve the quality of life of the people of Sri Lanka. However due to the significant progress made in the nation and its society by ICTA, the Government understood its significance and need for ICTA's permanent existence, the sunset clause of ICT Act of 2003 has been amended in 2008.

### **2. Background**

ICTA having undergone an Organizational and Business Model Restructuring Process will embarked on Digital Transformation initiatives across multiple sectors in order to realize ICTA's new vision of realizing a digitally inclusive and prosperous Sri Lanka through its Effective Digital Solutions. With a mission of a new transformation journey, ICTA intends to strengthen its team by recruiting senior professionals with the expertise, capacity and experience to drive national digital initiatives in an efficient and effective manner.

ICTA intends to hire a Recruitment Agency to select and recommend the best talents for its SENIOR LEADERSHIP POSITIONS in order to create a world class organization and fulfill its national responsibility as the apex national digital agency.

The company is required to initiate the hiring process by detailing the job requirements of each position, advertising on suitable media channels to attract competent candidates and conduct preliminary interviews for shortlisted candidates.

### 3. Objective of the Assignment

The overall objective of the assignment is to hire a suitable Recruitment Agency to carry out the talent acquisition process for leadership positions of ICTA such as Chief Officer, Director and Head level positions of the organization.

### 4. Scope of Services and Tasks to be Carried Out

- 4.1. To prepare a detail role profiles and person specifications of selected position covering all aspects
- 4.2. Draft the vacancy advertisements based on the job role/person specifications and initiate the advertising process
- 4.3. Publish the vacancy advertisement in suitable local newspapers/digital media such as, Daily News, Financial Times, Daily Mirror, Sunday Times, Sunday Observer and Top Jobs.
- 4.4. Shortlisting applications based on the pre-requisites mentioned in the advertisement
- 4.5. Conducting initial round of interviews to review the applicants by a suitably qualified interview panel.
- 4.6. The Recruitment Agency is required to share the following details with ICTA prior to commencing the interviews
  - 4.6.1 Details of all applicants
  - 4.6.2 Details of the interview panel

### 5. DURATION

One year

### 6. QUALIFICATION OF THE SERVICE PROVIDER:

The service provider should have the experience in handling similar assignments

Key Professional Staff	Academic	Experience in the proposed role	Experience in handling similar assignment
Senior HR Consultant	<ul style="list-style-type: none"><li>MBA or equivalent specialized in HR</li></ul>	<ul style="list-style-type: none"><li>Minimum 12 years' experience</li></ul>	<ul style="list-style-type: none"><li>Experience in handling similar assignments (minimum 04 projects)</li></ul>
Interview Panel	<ul style="list-style-type: none"><li>Degree or equivalent qualifications in</li></ul>	<ul style="list-style-type: none"><li>Minimum 10 years' experience</li></ul>	<ul style="list-style-type: none"><li>Experience in handling senior level recruitments</li></ul>

- <b>Domain Specialist</b>	the related discipline	• Experience in working with government sector organization	(minimum 04 interview panels)
- <b>HR Specialist</b>	<ul style="list-style-type: none"> <li>• Thorough understanding about government rules and regulations</li> </ul>		