RESUME

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hranathunga@gmail.com

HEMACHANDRA RANATHUNGA – AN EXPERIENCED ADMINISTRATOR / CONSULTANT

WORK EXPERIENCE

Jan, 2020 – Dec 2022 **Review Consultant, National Procurement Commission, Battaramulla**

Responsibilities Review in Govt. procurement procedures and make recommendations to streamline it
Business or sector Management Reforms of National Statutory Bodies

Aug, 2019 – Dec, 2019 **Review Consultant, Dept. of Computer Science, University of Moratuwa**

Responsibilities Process Review in the Language Processing Unit of the Department of Computer Science
Business or sector Management Reforms of National Statutory Bodies

Jan, 2018 – Aug, 2019 **HR Consultant, Employees' Trust Fund Board, Narahenpita, Colombo**

Responsibilities Review the existing HR & Administration of the ETFB and make recommendations to restructure it
Business or sector Human Resource Management and ICT

May, 2017 – Dec, 2017 **ICT Consultant, Ministry of Justice, Colombo**

Designing and Developing of Ministry-wide Intranet (BBLAN) for the Ministry and its sub-agencies located in the Ministry premises
Responsibilities Business or sector Law & Order

Jun, 2016 – May, 2017 **Appeal Committee Member**

Responsibilities National Police Commission, BMICH, Colombo, Sri Lanka
Inquire on Appeals of accused Polices Officers against disciplinary orders and recommend solutions
Business or sector Law and Order

Jun, 2013 – May, 2016 **Senior Manager, HR & Administration**

Responsibilities National School of Business Mgt. (NSBM), Nugegoda (currently, Green University, Homagama), SL
- Human Resource Management, General Administration and Student Affairs
- Worked as the Project Manager to coordinate the building of the Green University in Homagama

Business or sector Higher Education

Jan, 2012 – Jun, 2013 **Consultant in Management Reforms & ICT**

Responsibilities Ministry of Public Management Reforms, Colombo 07
Conducting research studies on required Management Reforms in selected Govt. Agencies, Prepare final Study Reports, Recommendations and Implementation / Action Plans
Business or Sector Public Management

Jan, 2010 – Dec, 2011 **Program Director / Training Specialist**

Responsibilities Ministry of Nation Building & Infrastructure Development, Galle Rd., Colombo 03
- Web enabled Monitoring & Evaluation of Samurdhi and
- Safety Net operations under a World Bank funded Program

Business or Sector Project Management and Monitoring

Jan, 2003 – Dec, 2009 **Senior Asst. Secretary (for 2 years) then, Additional Secretary**

Responsibilities Ministry of Poverty Alleviation & Samurdhi, Reid Avenue, Colombo 07
- Poverty Alleviation, Social Welfare, Safety Net operations and
- ICT based operations for the sake of poor and disadvantaged communities in Sri Lanka

Business or Sector Humanitarian operations in government sector in Sri Lanka

Jan, 2001 – Dec, 2002	**Deputy Director General**
Responsibilities	Sri Lanka Institute of Advanced Technological Education, Colombo 07
	▪ Management of academic Affairs and
	▪ Administrative & Financial Affairs of the Head Office and Branches
	Business or Sector Higher Education

Jan, 1999 – Dec, 2000	**Director Projects**
Responsibilities	Mahaweli Authority of Sri Lanka, Colombo 08
	▪ Implementation of Foreign funded & Local Projects and
	▪ Monitoring & Evaluation with supervision
	Business or Sector Public Sector Programme Management

Jan, 1997 – Dec, 1998	**General Manager**
Responsibilities	Sri Lanka Social Security Board, Colombo 05
	▪ Worked as the Chief Executive officer of the Board and as
	▪ The consultant for IT operations of the Board
	Business or Sector Social Security

Oct, 1993 – Dec, 1996	**Director Youth Employment Planning**
Responsibilities	Ministry of Youth Affairs and Sports, Reid Avenue, Colombo 07
	▪ Planning and implementation of projects towards youth employment and
	▪ Exploring government and private sector employment for unemployed youth in Sri Lanka
	Business or Sector Government sponsored Youth Affairs and Sports Development

Oct, 1990 – Sep, 1993	**Deputy Director MIS**
Responsibilities	Ministry of Public Administration & Home Affairs, Colombo 07
	▪ Planning and
	▪ Development of Management Information Systems for District & Divisional levels in Sri Lanka
	Business or Sector Public Administration & Home Affairs

Apr, 1989 – Sep, 1990	**Deputy Director Monitoring**
Responsibilities	Ministry of Planning & Implementation, "Sethsiripaya", Battaramulla
	▪ Monitoring of projects implemented by the Ministry itself and
	▪ by sub agencies of the Ministry
	Business or Sector Public Sector Project Planning, Implementation and Monitoring

Oct, 1988 – Mar, 1989	**Deputy Commissioner**
Responsibilities	Department of Local Government, Colombo 02
	▪ Administration, Human Resource & Finance and
	▪ Implementation of Local Government Projects Island wide
	Business or Sector Local Government

Jan, 1976 – Sep, 1988	**Divisional Revenue Officer / Assistant Government Agent**
Responsibilities	Ministry of Public Administration & Home Affairs, Colombo 07
	▪ Development Administration, Social & Community Development and
	▪ Project Planning & Implementation in assigned Districts
	Business or Sector District Administration & Development

OVERSEAS EXPERIENCE

Jan, 2006 – Jun, 2008	**Representative at SAARC Secretariat, Kathmandu, Nepal**
Details	Represented Sri Lanka to prepare Regional Poverty Profile 2005/07 and preparation of Targets and Monitoring mechanism for SAARC Development Goals (SDGs) in Sri Lanka

Jun, 2006 – Dec, 2009	**Visiting Lecturer / Resource Person – SAARC Human Resource Development Centre, (SHRDC), Islamabad, Pakistan**
Details	Worked as a Visiting Lecturer / Resource Person attached to the SHRDC in Poverty Alleviation, Social Welfare, HRD and People Centred Development in the SAARC Region

EDUCATION & TRAINING

Jul, 2004 - May, 2005   **Certificate for Statistics in Poverty Policies**   Diploma level course

Conducted by Statistics Sweden in Stockholm and held in Phnom Penh,
Stockholm and Beijing on staged basis

Area of Studies
- Definitions of Poverty, Research Methodology for Poverty Alleviation
- Statistics and Poverty Analysis, Assignment in Poverty Research

Jul, 2004 - May, 2005   **Diploma in Hardware and Networking**   Part-time course

Area of Studies
- Conducted by Centre for Computer Studies of Royal Institute of Colombo
- Disk Management, Operating System Installations, Drivers and other Software
- Installations of Operating Systems, Network Designs, Network devices and cabling
- Network Implementations, Network Basic Services Installations
- Managing User Accounts, Introduction to network related services

Aug, 2003   **"Vidyakeerthi" in Computer Science**   An Award

Awarded by Dharmapala-Olcott Memorial International Research Foundation
on August 30, 2003 in Colombo

Area of Studies
- Evaluated education in Information and Communication Technology
- Evaluated Systems Design, Development and Teaching experiences

Jan, 1991 – Dec, 1992   **M.Sc. Course in Computer Science**   Part time course

Department of Computer Science and Statistics (Coursework only), University of Colombo

Area of Studies
- Principles of Economic
- Pascal Programming, Data Structures & Algorithm
- Software Engineering & Operating Systems, Systems Analysis & IT in Sri Lanka
- Prolog, Expert Systems & Computer Graphics
- Computer Architecture, Computer Networks & Parallel Processing
- Database Management Systems, Data Security & Cryptography
- Formal Methods, Neural Networks, Generic Algorithms, Image Processing & Computer Vision
- Systems Analysis Project and Assignments

Oct, 1984 – Sep, 1988   **Postgraduate Diploma in Agriculture**   Part time course

This was a Master level course conducted by the Postgraduate Institute of Agriculture of
University of Peradeniya

Area of Studies
- Statistics, Social Survey Techniques, Introduction to Econometrics
- Agricultural Marketing and Prices, Operations Research, Micro-Economic Theory
- Agricultural Development and Policy, Mathematics II & I, Principles of Crop Production
- Farm Management Economics, Non Parametric Statistics & Categorical Data Analysis
- Production Economics, Seminar, Computer Programming, Decision Analysis
- Micro-Economic Theory, Research for Marketing Decisions, Project Analysis

Oct, 1968 – Sep, 1972   **Bachelor of Commerce (Specialized: Accounting)**   Full time course

University of Ceylon (Currently, University of Peradeniya), Peradeniya

- Principles of Economics
- Money, International Trade and Public Finance
- Commercial Law and General Commercial Knowledge
- Principles of Management and
- Financial Management
- Statistics
- Accounting I, II and III

OTHER SKILLS

English Proficiency

a) **One year Intensive English Course: University of Ceylon, Peradeniya**

This test was held by the Department of English of the University of Ceylon (Currently, University of Peradeniya) in Peradeniya, Sri Lanka having completed the one year Intensive English Course conducted during the Academic year 1972/73 after completing of four year Bachelor of Commerce course held during the academic years from 1968/69 to 1971/72.

b) **One year Professional English Course: Open University of Sri Lanka (OUSL)**:

This course was conducted by the Open University of Sri Lanka during the academic year of 1987/88 and having completed course the final exam was held in June, 1988 where I was able to get Merit Pass having obtained "B" pass for Continuous Assessment and also "B" pass for final exam as well.

Communication skills

Communication skills

✓ I possess well-developed ability to present the progress in poverty alleviation and social welfare in Sri Lanka to different organizations such as SAARC, World Bank, GTZ and ADB locally and internationally.

✓ I made several formal presentations to SAARC relating to poverty alleviation.

✓ I am also a visiting lecturer in Poverty Alleviation, Social Welfare and Livelihoods at the SAARC Human Resource Development Centre in Islamabad, Pakistan on part-time basis.

✓ I possess well-developed communication and interpersonal skills through working at different organisations locally and internationally during last 38 years.

Organisational / managerial skills

Leadership and Organizational Skills

✓ I led teams in projects/programs in poverty alleviation and social welfare and I've successfully completed these operations within the given timeframe.

✓ Since I am an administrator and a person with strong background in Accounting and Financial Management, I have been assigned various responsibilities relating to financial management during my administrative career. I was the person who introduced automated pay-roll processing system to the government sector in Sri Lanka in 1991.

Exceptionally responsive and detail-oriented

✓ I have co-supervised teams of students of the SLIATE (Sri Lanka Institute of Advanced Technological Education) and SLIIT (Sri Lanka Institute of Information Technology) during the period of last ten years and sometimes acted as a mentor for them to achieve their project goals as well as to establish themselves as public/private sector servants.

✓ I developed overall structure, scheme of recruitment procedures at the beginning of Samurdhi Authority of Sri Lanka (1995) and Sri Lanka Social Security Board (1998)

Computing Skills

a) **Programming and Database Management**:

I am conversant in software such MS SQL Server, MYSQL and also Access. Based on these back end servers usually I develop MI Systems basically based on PHP and ASP. I am also conversant in programming using languages such as C++ and VB on standalone systems.

b) **Software for M&E procedures**:

In addition to standard software of MS Office, I am fluent in MS Project and Primavera. Further, I'm fluent in developing web enabled systems for monitoring of development projects in Sri Lanka such as http://www.project-monitor.info/.

MORE INFOMATION

Short-term Local & Foreign Training

1. General Management, six month certificate course conducted by the Sri Lanka Institute of Development Administration in 1984

2. Applied Statistics and Computer Applications, six month certificate course conducted by the National Institute of Business management of Sri Lanka in 1988

3. Development Administration, three month course conducted by the Institute of Secretariat Training & Management, Javahar Lal Nehru University, New-Delhi in 1990

4. Systems Analysis and Design, four month MBA elective course conducted by Post Graduate Institute of Management of University of Sri Jayewardenepura in 1991

5. Software Systems, three month certificate course conducted by the Computer Maintenance Corporation, New-Delhi in 1994

6. Intelligent Systems for MIS Managers, one month Certificate course conducted by the Information technology Institute, Singapore in 1995

7. Web Centric Technologies, three month course by TATA InfoTech, New-Delhi in 2001

8. Exempted from Intermediate exam, Institute of Chartered Accountants of Sri Lanka – 1973

Research, Publications, Projects, Conferences, Seminars and Visiting/Acting Assignments etc.,

1. Six Final Reports on Management Reforms in Government Organizations in Sri Lanka:

2. Restructuring ICT Operation Environment of the Sri Lanka Jobs Net (Pvt.) Ltd., Nov, 2011

3. Opportunities in the Emerging Economy of Sri Lanka (Part I) – August 2011

4. http://www.project-monitor.info/ - An online system to monitor sub-national development projects implemented in Sri Lanka (It has now been depreciated due to non-use)

5. ICT Strategic Plan for the Ministry of Nation Building and Estate Infrastructure Development 2009/15 – August 2008

6. Regional Poverty Profile in Sri Lanka 2007/08 – Poverty Reduction through Infrastructure Development – July 2008

7. Institutional Review of the Samurdhi Program implemented by the Ministry of Samurdhi and Poverty Alleviation – October 2007

8. Assisted the preparation of Regional Poverty Profile 2005 / 07 published by the SAARC Secretariat in Kathmandu, Nepal as the Representative on behalf of Sri Lanka

9. Poverty Alleviation Strategies in Sri Lanka – October 2003, a Research sponsored by the SAARC Secretariat and monitored MDGs and defined and monitored SDG targets

10. Commissioner General, Dept. of Samurdhi – Jan, 2005 to Dec, 2007

11. Visiting Lecturer in Management, Statistics & ICT – Sri Lanka Institute of Advanced Technological Education (SLIATE) from January 1998 to December 2002

12. Visiting Lecturer in Information Technology & Statistics – Sri Lanka Institute of Development Administration (SLIDA) from January 1994 to December 1997

13. CEO & Lecturer, Institute of Computer & Management Training – Jan, 1994 to Dec, 1996

REFERENCE

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Mr. N.G. Kularatne,
Head, ETFB Team of Consultants,
(Former Director General, NIBM,
former Director, APO, Tokyo and
former ILO Consultant
(Currently, lived in Melbourne)

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