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வெளிநாட்டுவளங்கள்திணைக்களம்  
Department of External Resources

*Closing date*  
*of application*  
*19.04.2022*

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මහලේකම් කාර්යාලය (3වැනි මහල), තැ.පෙ. 277, කොළඹ 00100, ශ්‍රී ලංකාව

நிதி அமைச்சு  
செயலகம் (3ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை  
Ministry of Finance  
The Secretariat (3<sup>rd</sup> Floor), P.O. Box 277, Colombo 00100, Sri Lanka

Web Site: www.erd.gov.lk

e-mail: info@erd.gov.lk

මගේ අංකය  
எனது இல  
My No

TAMYS/20/2022

මගේ අංකය  
உமது இல  
Your No

දිනය  
திகதி  
Date

25 March 2022

Secretary to the Cabinet/Cabinet Office  
Secretary to the Parliament/ The Parliament  
Secretaries / All Ministries  
Secretaries / All State Ministries



Attn: Officer In-Charge Foreign Trainings

Dear Sir/ Madam

**MTCP: Project & Portfolio Management for Managers**  
- From: 18<sup>th</sup> – 22<sup>nd</sup> July 2022 (Online)

We are writing with reference to the e-mail dated 23<sup>rd</sup> March 2022 sent by the High Commission of Malaysia in Colombo on the above.

The Government of Malaysia has invited nominations from eligible Government officials in Sri Lanka for the above online programme. The programme details are enclosed.

We would highly appreciate, if you could instruct the relevant officials to circulate this programme among the Departments/Divisions/Institutes under your purview and submit nominations to the Department of External Resources (ERD) with the following documents on or **before 31<sup>st</sup> May 2022.**

- Nomination Letter (from the relevant Ministry)
- Duly Filled Application Form
- Dully Filled ERD Form (can be downloaded from www.erd.gov.lk)

For further enquiries please contact following officers of Technical Assistance Division; Ms. M.R.C.K Senanayake, Deputy Director – 0112484703 or Ms. Darshika Madurapperuma, Development Officer – 0112484995)

Your early response in this regard is highly appreciated.

Yours faithfully

Udeni Udugahapattuwa  
Additional Director General  
for Director General

Copies to: Chief Secretaries, All Provincial Councils

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பணிப்பாளர் நாயகம்  
Director General

94-11-2484693

කාර්යාලය  
அலுவலகம்  
Office

94-11-2484500  
94-11-2484600

ෆැක්ස් අංකය  
தொலைபேசி  
Fax

94-11-2447633  
94-11-2387153  
94-11-2434876

## About Us

Malaysian Technical Cooperation Programme (MTCP)



The Malaysian Technical Cooperation Programme (MTCP) was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi, India, to signify Malaysia's commitment to the

South-South Cooperation in particular, the Technical Cooperation among Developing Countries (TCDC). The MTCP emphasizes on the development of human resources through the provision of training in various areas which are essential for a country's development such as agriculture economy, finance, public management and administration, science & technology and ICT health diplomacy, safety and security including cyber security, cultural diplomacy, social development, environment-related to SDG2030, education, industrial and technical training. Annually, Malaysia offered more than 60 technical and capacity-building programs under the MTCP, which have benefited more than 35,500 participants from 144 countries.

### OBJECTIVES OF MTCP

- To share the development experience with other countries.
- To strengthen bilateral relations between Malaysia and other developing countries;
- To promote South-South Cooperation (SSC); and
- To promote the technical cooperation among developing countries.

For more information, refer to the MTCP Official FB page:

[https://www.facebook.com/mtcp.intan](#)

The National Institute of Public Administration (INTAN) is the training arm of the Public Service Department, the central human resource development agency of the

Malaysian government. INTAN provides quality training in all categories of civil servants from both federal and state levels.

It aims at increasing participants' level of knowledge and skills and in enhancing positive attitudes towards upgrading their ability to plan, administer, manage, and evaluate national development programmes. This is in line with its mission of developing a competent public sector workforce through quality learning.



# CLOSING DATE

## 17 JUNE 2022

Application after closing date will not be entertained.

### CONTACT US



MTCP INTAN Secretariat



+603 2084 7327



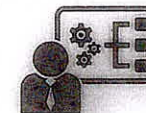
[mtcp@intanbk.intan.my](mailto:mtcp@intanbk.intan.my)  
[international@intanbk.intan.my](mailto:international@intanbk.intan.my)



[www.intanbk.intan.my](http://www.intanbk.intan.my)



**MALAYSIAN TECHNICAL  
COOPERATION PROGRAMME  
2022  
(ONLINE COURSE)**



# PROJECT & PORTFOLIO MANAGEMENT FOR MANAGERS

**18 – 22 JULY 2022  
1100 – 1700 (GMT +8)**

by  
**NATIONAL INSTITUTE OF  
PUBLIC ADMINISTRATION (INTAN)  
PUBLIC SERVICE DEPARTMENT  
MALAYSIA**



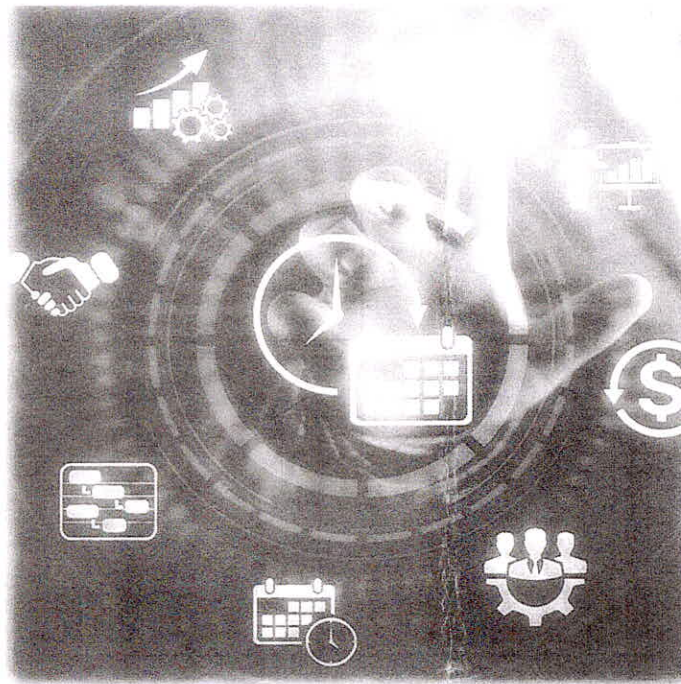
## Background

As professionals from diverse disciplines are increasingly required to manage projects all managers now need a good understanding of the principles of sound project management.

The course offers a range of elements in project and portfolio management and results-based monitoring and evaluation to equip professionals with the tools required to manage and evaluate impacts of projects. We outline the course by offering essential best practices applied by the Malaysian Public Sector as guidance.

The course is expected to run for **5 days (30 hours)** with an extensive coverage and inclusivity of both public and private perspectives in project management, through various **learning methodologies** like lecture series, forums and intellectual discourse.

*Successful in  
organisation,  
be able to  
respond  
the  
needs and  
projects in an*



## Learning Outcomes

After completion of the course, participants are expected to:

- gain an in-depth understanding on the mechanisms, tools, focus areas, challenges in developing and analyzing key areas in monitoring and evaluating projects.
- apply effective methods of project planning, scheduling and control
- have a practical knowledge in adopting the project management toolkit and systematically track and report on progress
- apply agile project management skills to deliver faster, cost-effective and low risk change into own organization.

## Who should apply?

- Middle/Senior Government Officers aged 26-50 years at managerial levels with direct involvement in project management and portfolios in various fields in the public sectors.
- Good command of spoken and written English.
- Has never participated in any MTCP courses.
- Satisfactory level of digital literacy.
- Be equipped with the relevant ICT tools such as laptop/desktop, web camera, microphone, speaker etc. & familiar with online learning platforms like Zoom, Google Meet etc.

## How to apply?

- The course fees are **fully sponsored** by the Government of Malaysia.
- Applications should be made using the prescribed MTCP forms available at <https://www.kln.gov.my/documents/8390448/8392184/MTCP+2022+-+APPLICATION+FORM.pdf/31508fe1-acea-44d1-88a2-7b4227e6bd2a>
- MTCP application forms can also be obtained from the nearest Malaysian Embassy/High Commission in recipient countries.
- All application forms must be duly completed and endorsed by the Ministry of Foreign Affairs or National Focal/Aid Coordinator Agency in the respective countries and submitted **ONLY** through the diplomatic channel via the Embassy/High Commission of Malaysia.
- Only successful applicants will receive the Official Invitation notification one (1) week from the course date, by the Training Institute via email.**

**IMPORTANT:**

**...COMPLETE AND/OR UNENDORSED FORMS**