



Ministry of Health

MINISTRY OF HEALTH, NUTRITION & INDIGENOUS MEDICINE

GLOBAL FUND TO FIGHT AIDS, TUBERCULOSIS & MALARIA (GFATM)

Vacancies

The Ministry of Health, Nutrition & Indigenous Medicine is the Principal Recipient of four grants awarded by the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM). The four grants involve in the prevention and control of HIV/AIDS and Tuberculosis, prevention of re-introduction of Malaria in to Sri Lanka. GFATM grants cycle runs till end of 2018.

Applications are called from qualified and experienced individuals for the following position at the GFATM Project - Anti Malaria Campaign Headquarters.

● **MANAGEMENT ASSISTANT - 01 Vacancy on Contract Basis**

(Level: MN 2 of the Public Administration Circular No 03/2016 (25.03.2016))

Required qualifications, experience and competencies

Fulltime services are required to facilitate procurement and other work of the Anti-Malaria Campaign.

- At least one year hands-on experience in similar capacity.
- Should have passed the General Certificate of Education (Advanced Level) Examination with minimum 3 passes at one sitting.
- Should have passed the General Certificate of Education (Ordinary Level) examination in six (06) subjects at one sitting with credit passes in Sinhala / Tamil & English Language, Mathematics and Two other subjects.
- Experience in the use of computers and office software packages
- Provide administrative support for meetings, seminars, workshops and training programmes.
- Answer telephone calls and respond to routine queries and/or coordinating with appropriate staff members
- Any other tasks related to Administration, Procurement & Finance designated by the Program Director – AMC which may arise out of the course of business.
- Proficiency in English is required with fluency in Sinhala and/or Tamil language. & Demonstrated communication skills (written and oral)

General Conditions

1. The duty station will be Colombo but may need to travel to project implementation sites all over the country.
2. Age below 45 years as at 31.12.2018 - Preferable.
3. Preference will be given to those who have prior working experience in a similar capacity in foreign funded projects, especially in the public sector.
4. Only shortlisted candidates will be called for an interview.
5. Selected applicant should be able to take up the assignment within reasonable time period, preferably within one month.
6. Salary is as per the Public Administration Circular No 03 /2016 – “MA Non-tech Seg 1- Multi Duty”, MN2 and other Management Services Circulars.
7. The contribution of the employer for EPF is 12% and ETF is 3% of the salary. The EPF contribution of the employee is 8% of the salary.
8. Candidates who are already in the public service should send their application through the relevant Head of the Department / CEO of the Agency who should indicate that the candidate could be released in the event of being selected to the assignment.

All applications should be sent along with CV and copies of relevant certificates and documents in order to prove the qualifications and experience. State “**Application for Post of Management Assistant- AMC -GFATM**” on top of the left side of envelope to reach the below address within 14 days of this advertisement.

The Project Director,

**GFATM Project Office, 3rd Floor, Public Health Complex,
No 555/5, Elvitigala Mawatha, Colombo 05.**

Email: vacancygfatm@gmail.com | Tel No: 011 2581918 | Fax: 0112368885



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Applications are called from qualified and experienced individuals for the following position at the Project Management Unit of the GFATM Project.

● OFFICE ASSISTANT - 01 Vacancy on Contract Basis

(Level: PL01 of the Public Administration Circular No. 03/2016 (25.03.2016))

Duties and Responsibilities :

- Forwarding letters & Documents distributing for relevant officers also Faxing & Filing letters.
- Any duties assigned by the Directors & other Officers should perform on time without fail,
- Handing over documents to the Ministry of Health & other relevant organizations.
- Housekeeping and Maintain cleanliness of the office.

Qualifications and Experience :

- Pass GCE (O/L) six subjects, Credit passes in Sinhala or Tamil, Mathematics and English
- Preference will be given to applicants having 6 months' experience as Office Assistant in Public or Private Sector.
- **Age Limit :** Preferably between 18 and 45 years.

General Conditions :

- Salaries will be paid according to the Public Administration Circular No. 03-2016, PL 1 - 2016 with contribution of the employer for EPF is 12% and ETF is 3% of the salary. The EPF contribution of the employee is 8% of the salary.
- The initial contract period will be for one year, with provision for renewal depending on the performance and existence of the project.
- Only short-listed applicants will be called for an interview for selection. Selected applicants should be able to take up the appointment immediately.
- Candidates who are already in the public service should send in their applications through the relevant Head of the Department / CEO of the Agency who should indicate that the candidate could be released in the event of being selected to the post.

All applications should be sent along with CV and copies of relevant certificates and documents in order to prove the qualifications and experience. State **"Application for Post of Office Assistant-PMU GFATM"** on top of the left side of envelope to reach the below address within 14 days of this advertisement.

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