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சுகாதார, போசணை மற்றும் சுதேச வைத்திய அமைச்சு
Ministry of Health, Nutrition & Indigenous Medicine

The Second Health Sector Development Project (Component II)
Funded by the World Bank (Loan No.5228 LK)

VACANCY

The Second Health Sector Development Project funded by the World Bank is being implemented with the objective to contribute to the goals of the National Health Development Plan (NHDP). It has two components and in the component 1, the funds are allocated in to four thematic areas namely; Health System Improvement, Maternal & Child Health and nutrition, communicable diseases control & prevention and non-communicable diseases control and prevention. Component II runs in the project mode and has to monitor the results of component I, fund for innovation projects, and provide capacity building training for health professionals.

Applications are being called for the below mentioned vacancy under the Component II of the Second Health Sector Development Project on a fulltime contract basis. This position will be based in Colombo. But the selected officer will have to travel outside as and when required. Also, though the working time is 8 hours the selected officer must be ready to work longer as and when required. Also he/ she will be required to work during week end if the need arises.

Post of Management Assistant

Key duties and responsibilities

- Assisting implementation of project activities
- Assist to Project Accountant, Project Specialist and Procurement Specialist on finance and administration matters
- Maintain physical files and records of the project
- Prepare/check financial documents including payment and settlement vouchers
- Maintain office inventory and stock books
- Perform other tasks that may entrust by the Project Director, Accountant and Project Specialist

Qualifications

- Having pass three subject in GCE (A/L)
- Having passed six subject with four credit passes in GCE (O/L) examination including Sinhala/Tamil, Mathematics and English
- Proficiency in Microsoft Office package with skills of working in Excel and Word
- Not less than 03 year work experience in the field of finance and administration
- Fluency in the written and spoken use of English language

General Conditions

- The initial contract period will be for one year, with provision for renewal on performance basis till the end of the project
- Only short listed applicants will be called for Interview
- Selected applicant should be able to take up the appointment immediately
- Age Limit: Under 45 years by 30th June 2017

Salary: According to the Management Service Circular No 01/2016 dated 24th March 2016 Other Benefits: The Contribution of the employer for EPF is 12% and ETF 3% of the salary. The EPF contribution of the employee is 8% of the salary.

Candidates who are already in the public service should send in their applications through Head of the Department / CEO of the Agency. The Head of the Department / CEO should indicate that the candidate will be released from the current employment in the event of being selected to the post.

Application must be in a sealed envelope with the following stated, on the top of the left side of envelope "Application for the Post of Management Assistant – SHSDP Component II", and should reach the below mentioned address before the **5th July 2017**.

Project Director
Second Health Sector Development Project
3rd Floor, J.R.Jayawardena Centre
No. 191, Dharmapala Mawatha
Colombo 7

Application form

1. Full name of the applicant

2. Name with Initials of the applicant

3. Designation of the applicant

4. National Identity card Number of the applicant (*Please attach a certified copy of the NIC*)

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5. Contact Details of the applicant

Office Address	
Office Phone Number	
Office Fax Number	
Mobile Phone Number	
Home Phone Number	
Home Address	
Email Address	

6. Qualification

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7. Work experience

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8. Special Comments

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☐ I agree to travel out of Colombo even during weekends as and when required

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Signature

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Date