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சுவசிரிபாய
SUWASIRIPAYA

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எனது இல } HPI/OD/A/19/2017
My No: }

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

ASIAN DEVELOPMENT BANK FUNDED HEALTH SYSTEM ENHANCEMENT PROJECT

In keeping with Sri Lanka's global commitments, health sector is committed among others, to realize in full measure, achievement of sustainable development goals relevant to the sector and acknowledges the key strategy, universal health coverage (UHC) related to the health goal. The Asian Development Bank has come forward to invest in the health sector in Sri Lanka aimed at developing primary health care facilities in socially, economically and geographically vulnerable areas in provinces North Central, Central, Sabaragamuwa, and Uva along with improving Health Surveillance Capacity in the country. The proposed project has the following three components;

- Component I – Primary Health Care strengthening especially in lagging targeted Provinces
- Component 2 – Strengthening of Health and Disease Surveillance Capacity
- Component 3 – Policy development and Project Management Support

Project implementation is scheduled for 5 years from 2018 to 2023.

Applications are invited for the post of **Project Director** of the Health System Enhancement Project on full time basis in the Project Management Unit (PMU) based in Colombo.

Main Duties and Responsibilities

- Will have sound understanding of the project concept, its relevance and coherence with government and sector specific policies
- Provide necessary support and guidance for preparing detailed project report for Health Sector Enhancement project
- Conduct meetings with senior authorities of the government to finalize the relevant project documents and project management system
- Facilitate procurement and technical evaluation committees in consultation with ministry to initiate procurement process and ensure PMU staff follows GOSL/ADB guidelines to implement the procurement plan where applicable
- Provide necessary guidance and ensure technical advice for effective project implementation by the PMU and PIU project staff in provinces

- Establish project monitoring and supervision system and provide required project performance related reports to the High Level Ministerial Project Steering committee (HLMPS) and ADB
- As the secretary to the HLMPS will support the chairperson of HLMPS to conduct review meetings as required.
- Ensure submission of monthly/quarterly project performance reports and annual accounts reports to GOSL/ADB
- Ensure preparation of consolidated financial statements for the project and submission to GOSL/ADB
- Review implementation issues and take necessary actions to mitigate the same in consultation with relevant agencies
- Organize procurement processes; Technical Evaluation, documentation, bidding documents, specifications, bid evaluation reports, etc., for procurement activities under the project
- Oversee procurement decisions taken by PMU and PIUs and provide advice as appropriately
- Ensure that the PMU & PIU follow ADB procurement and financial management guidelines
- Ensure establishment of a proper project filing system at PMU and PIU to keep all project correspondents for reviewing and auditing
- According to the Management Circular No. 01/2016 dated 24th March 2016, the Project Director shall be made liable to be surcharged for any cost of time overrun of the project

Reporting Obligations

The Project Director will work under the direction of the Secretary of the Ministry of Health, Nutrition & Indigenous Medicine (MOHNIM)

Qualifications & Experience

In accordance with the Management Circular No. 01/2016 dated 24th March 2016

1 or 2 below

1. A Bachelor's Degree in relevant field recognized by the University Grants Commission with at least 12 years of post-qualifying experience at managerial level with minimum 6 years at Senior Managerial level

Or

2. A Bachelor's Degree in relevant field recognized by the University Grants Commission and a Post Graduate Degree in the relevant field or full membership of a recognized professional institution in the relevant field with minimum 10 years post qualifying experience at managerial level

Senior managerial level experience in managing national level foreign funded projects under the health sector of Sri Lanka would be added qualification.

General Conditions

- Appointment for the post is on full time basis.
- The initial contract period will be for 1 year. Renewal will be done on performance basis until the project is completed.
- The candidate if selected to the post is allowed to resign from the post by giving 1 month prior notice to the Secretary of MOHNIM.
- The Secretary of MOHNIM has the authority to terminate the service of the selected candidate from the post with the concurrence of the ADB without giving any reasons at any time, if the service of the selected candidate is not necessary anymore. 1 month prior notice will be given for the termination of the service.
- Only short listed applicants with required qualifications will be called for an interview.
- Selected candidates should be ready to take up the appointment immediately or as requested by the Secretary of MOHNIM.
- Candidates currently employed in the government sector should send their applications through head of institution/department. Head of institution/department should indicate that the candidate will be released from the current employment in the event of being selected to the post.
- No officer will be selected if he/she has been subjected to any disciplinary action during his/her career.

Age Limit

Under 65 years by 30th April 2018

Salary


Level PS 1, in accordance with the Management Circular No. 01/2016 dated 24th March 2016.

Duly completed attached application form together with a detailed curriculum vitae supported by copies of education and professional qualifications, experience and names of 2 non-related referees along with the contact telephone/fax/email address. Application should be send to reach the following address **on or before 30th April 2018**, in a sealed envelope stating "Application for the post of Project Director – Health System Enhancement Project" on the top left of the envelope;

Deputy Director General Planning

Ministry of Health, Nutrition & Indigenous Medicine

'Suwasiripaya', No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10.


Janaka Sugathadasa
Secretary

Ministry of Health, Nutrition & Indigenous Medicine

Janaka Sugathadasa
Secretary
Ministry of Health, Nutrition & Indigenous Medicine
"Suwasiripaya"
385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10, Sri Lanka.

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Ministry of Health, Nutrition & Indigenous Medicine

ASIAN DEVELOPMENT BANK FUNDED HEALTH SYSTEM ENHANCEMENT PROJECT

In keeping with Sri Lanka's global commitments, health sector is committed among others, to realize in full measure, achievement of sustainable development goals relevant to the sector and acknowledges the key strategy, universal health coverage (UHC) related to the health goal. The Asian Development Bank has come forward to invest in the health sector in Sri Lanka aimed at developing primary health care facilities in socially, economically and geographically vulnerable areas in provinces North Central, Central, Sabaragamuwa, and Uva along with improving Health Surveillance Capacity in the country. The proposed project has the following three components;

- Component 1 – Primary Health Care strengthening especially in lagging targeted Provinces
- Component 2 – Strengthening of Health and Disease Surveillance Capacity
- Component 3 – Policy development and Project Management Support

Project implementation is scheduled for 5 years from 2018 to 2023.

Applications are invited for the post of **Deputy Project Director** of the Health System Enhancement Project on part time basis in the Project Management Unit (PMU) based in Colombo.

Main Duties and Responsibilities

- Support the Project Director to provide necessary assistance and guidance when required.
- Oversee Project Director's responsibilities in his/her absence.
- Support the Project Director in ensuring smooth internal coordination within the Ministry of Health, Nutrition & Indigenous Medicine (MOHNIM) to execute project activities
- Support and guide the project preparation and also provide oversight during project implementation.
- Facilitate PMU staff to implement the procurement plan according to the ADB guidelines and establish project procurement committee and technical evaluation committee in consultation of the MOHNIM to start procurement process
- Provide necessary guidance and technical advice to PMU and PIU project staff for project implementation

- Support for establishing project monitoring and supervision system and provide project performance reports to the High Level Ministerial Project Steering Committee (HLMPS) and ADB
- Work as the Secretary of HLMPS and organize HLMPS meetings in the absence of the Project Director.
- Facilitate submitting quarterly project performance reports and annual accounts reports to ADB
- Ensure preparation of consolidated financial statements for the project as a whole, for submission by the Project Director to the HLMPS and the ADB
- Support the Project Director for review of implementation issues and in taking necessary actions to mitigate them in consultation with relevant agencies/units.
- Support the Project Director in procurement processes; Technical Evaluation, documentation, bidding process, specifications, bid evaluation reports, etc., for procurement activities under the project
- Ensure that the PMU & PIU follow ADB procurement and financial management guidelines
- Ensure establishment of a proper project filing system at PMU and PIU to keep all project correspondents for reviewing and auditing
- Oversee PMU functions when the Project Director is away from office
- Any other duties and responsibilities as assigned

Reporting Obligations

The Deputy Project Director will work under the direction of the Project Director

Qualifications & Experience

In accordance with the Management Circular No. 01/2016 dated 24th March 2016

1, 2 or 3 below

1. A Bachelor's Degree in the relevant field recognized by the University Grants Commission with minimum 11 years of post-qualifying experience at managerial level and a minimum of 5 years at Senior Managerial level.

Or

2. A Bachelor's Degree recognized by the University Grants Commission and a Postgraduate Degree or full membership of a recognized professional institution in the relevant field with at least 09 years post qualifying experience in managerial level.

Or

3. Class 1 officer of a Government All Island services or a similar status in the relevant field with minimum 08 years' experience in the Class 1 post.

Senior managerial level experience in managing national level foreign funded projects under the health sector of Sri Lanka would be added qualification.

General Conditions

- Appointment for the post is on part time basis.
- The initial contract period will be for 1 year. Renewal will be done on performance basis until the project is completed.
- The candidate if selected to the post is allowed to resign from the post by giving 1 month prior notice to the Secretary of MOHNIM.
- The Secretary of MOHNIM has the authority to terminate the service of the selected candidate from the post with the concurrence of the ADB without giving any reasons at any time, if the service of the selected candidate is not necessary anymore. 1 month prior notice will be given for the termination of the service.
- Only short listed applicants with required qualifications will be called for an interview.
- Selected candidates should be ready to take up the appointment immediately or as requested by the Secretary of MOHNIM.
- Candidates currently employed in the government sector should send their applications through head of institution/department. Head of institution/department should indicate that the candidate will be released from the current employment in the event of being selected to the post.
- No officer will be selected if he/she has been subjected to any disciplinary action during his/her career.

Age Limit

Under 65 years by 30th April 2018

Salary

Level PS 2, in accordance with the Management Circular No. 01/2016 dated 24th March 2016.

Duly completed attached application form together with a detailed curriculum vitae supported by copies of education and professional qualifications, experience and names of 2 non-related referees along with the contact telephone/fax/email address. Application should be send to reach the following address **on or before 30th April 2018**, in a sealed envelope stating "Application for the post of Deputy Project Director – Health System Enhancement Project" on the top left of the envelope;

Deputy Director General Planning

Ministry of Health, Nutrition & Indigenous Medicine

'Suwasiripaya', No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10.



Janaka Sugathadasa
Secretary
Ministry of Health, Nutrition & Indigenous Medicine

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Ministry of Health, Nutrition & Indigenous Medicine
"Suwasiripaya"
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சுகாதார, போசண மற்றும் சுதேசவையத்திய அமைச்சு
Ministry of Health, Nutrition & Indigenous Medicine

ASIAN DEVELOPMENT BANK FUNDED HEALTH SYSTEM ENHANCEMENT PROJECT

In keeping with Sri Lanka's global commitments, health sector is committed among others, to realize in full measure, achievement of sustainable development goals relevant to the sector and acknowledges the key strategy, universal health coverage (UHC) related to the health goal. The Asian Development Bank has come forward to invest in the health sector in Sri Lanka aimed at developing primary health care facilities in socially, economically and geographically vulnerable areas in provinces North Central, Central, Sabaragamuwa, and Uva along with improving Health Surveillance Capacity in the country. The proposed project has the following three components;

- Component I – Primary Health Care strengthening especially in lagging targeted Provinces
- Component 2 – Strengthening of Health and Disease Surveillance Capacity
- Component 3 – Policy development and Project Management Support

Project implementation is scheduled for 5 years from 2018 to 2023.

Applications are invited for the post of **Project Finance Manager** of the Health System Enhancement Project on full time basis in the Project Management Unit (PMU) based in Colombo.

Main Duties and Responsibilities

- Ensure availability of funds for project activities by following the necessary financial regulations and guidelines relevant to the project.
- Make the necessary arrangements to obtain the funds from the imprest account
- Establish and maintain imprest and other accounts acceptable to the government and ADB.
- Establish appropriate systems for financial control, checks, and balances for financial transactions and expenditure items according to ADB guidelines.
- Prepare recurrent and capital expenditure budgets for the project in line with approved funding arrangements
- Finalization of annual accounts of project and submit it to ADB for review and Auditor General for auditing
- Preparation of annual disbursement schedule for the project

- Check withdrawal applications and submit to ADB for replenishment according to ADB Disbursement Handbook
- Establish financial management system for all expenditure of the project
- Prepare annual budget requirement of the project and submit to MOHNIM to include in the annual budget proposal
- Provide advice to the preparation of project accounts in PIUs on project financial management system and review monthly accounts statements submitted by PIU.
- Provide a fund utilization report with project disbursement progress to High Level Ministerial Project Steering Committee (HLMPS) for review
- Maintain separate records and accounts adequate to identify the financing resources received and expenditures made on the Project, including the goods, works, and services financed out of the loan proceeds and out of counterpart funding.
- Use Statement of expenditure (SOE) procedures to reimburse eligible expenditures and to liquidate advance made into the imprest account
- Coordinate and provide necessary guidance to the Accountants of PIUs regarding financial management matters.
- Implementation of financial management assessment recommendations by ADB
- Coordinate with the project internal auditor to facilitate conducting audit checks and strengthen internal control mechanisms for PMU and PIUs
- Any other duties and responsibilities as assigned

Reporting Obligations

The Project Finance Manager will work under the direction of the Project Director/ Deputy Project Director

Qualifications & Experience

In accordance with the Management Circular No. 01/2016 dated 24th March 2016

1, 2 or 3 below

1. A Bachelor's Degree in the relevant field recognized by the University Grants Commission with minimum 10 years of post-qualifying experience at managerial level which includes minimum 5 years at Senior managerial level
Or
2. A Bachelor's Degree in relevant field recognized by the University Grants Commission and a Postgraduate Degree or full membership of a recognized professional institution in the relevant field with minimum 8 years of post-qualifying experience at managerial level.
Or
3. Class 1 officer of a Government all Island services or a similar status in the relevant field with minimum 7 years' experience in the Class 1 post.

General Conditions

- Appointment for the post is on full time basis.
- The initial contract period will be for 1 year. Renewal will be done on performance basis until the project is completed.
- The candidate if selected to the post is allowed to resign from the post by giving 1 month prior notice to the Secretary of MOHNIM.
- The Secretary of MOHNIM has the authority to terminate the service of the selected candidate from the post with the concurrence of the ADB without giving any reasons at any time, if the service of the selected candidate is not necessary anymore. 1 month prior notice will be given for the termination of the service.
- Only short listed applicants with required qualifications will be called for an interview.
- Selected candidates should be ready to take up the appointment immediately or as requested by the Secretary of MOHNIM.
- Candidates currently employed in the government sector should send their applications through head of institution/department. Head of institution/department should indicate that the candidate will be released from the current employment in the event of being selected to the post.
- No officer will be selected if he/she has been subjected to any disciplinary action during his/her career.

Age Limit

Under 65 years by 30th April 2018

Salary


Level PS 3, in accordance with the Management Circular No. 01/2016 dated 24th March 2016.

Duly completed attached application form together with a detailed curriculum vitae supported by copies of education and professional qualifications, experience and names of 2 non-related referees along with the contact telephone/fax/email address. Application should be send to reach the following address **on or before 30th April 2018**, in a sealed envelope stating "Application for the post of Project Finance Manager – Health System Enhancement Project" on the top left of the envelope;

Deputy Director General Planning

Ministry of Health, Nutrition & Indigenous Medicine

'Suwasiripaya', No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10.


Janaka Sugathadasa
Secretary

Ministry of Health, Nutrition & Indigenous Medicine

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

ASIAN DEVELOPMENT BANK FUNDED HEALTH SYSTEM ENHANCEMENT PROJECT

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- Component 1 – Primary Health Care strengthening especially in lagging targeted Provinces
- Component 2 – Strengthening of Health and Disease Surveillance Capacity
- Component 3 – Policy development and Project Management Support

Project implementation is scheduled for 5 years from 2018 to 2023.

Applications are invited for the post of **Procurement Specialist** of the Health System Enhancement Project on full time basis in the Project Management Unit (PMU) based in Colombo.

Main Duties and Responsibilities

- Support and assist the Project Director/Deputy project Director in all procurement and contract management matters
- Facilitate development of Procurement plan with timelines for all procurement under the project (Central and Provincial) levels.
- Assess the capability of relevant PMU and PIU staff in procurement and contract management and ensure their capacity development for following ADB systems and good practices
- Preparation of bid documents for goods, civil works and services, and implementation of the procurement process according to the ADB guidelines
- Support in finalization of procurement plan and initiate all procurement activities including advance procurement.

- Guide and advise PMU and PIU staff and ensure all activities related to bid invitation, evaluation, contract awarding, contract implementation, works supervision and reporting, is undertaken on a timely basis.
- Coordinate with project Finance Manager for computation of payments, communications with contractors, assessing suggested contract variations and timely payment to suppliers.
- Development of procurement performance monitoring system and ensure adherence by the PMU and PIUs.
- Ensure procurement procedures followed are in compliance with legislation, policies, guidelines, systems and procedures of ADB, and the relevant updates
- Monitor and report compliance with required procurement and contract management systems including any improvements to them
- Assist the Ministry of Health, Nutrition & Indigenous Medicine (MOHNIM), PMU and PIUs Procurement Officers in ensuring compliance with applicable documentation requirements i.e. ADB No Objection Letter Policy
- Provide technical advice on procurement strategies for packaging works for subprojects and consultant services to PMU and PIUs;
- Ensure any non-compliance in procurement and contract management is detected through verification of claims and reported to the PMU management, and others. Required action is taken based on agreements and suggestions for improvements
- Ensure monitoring reports are regularly prepared on Tender Evaluation Committee processes and circulated
- Carry out any other procurement and contract management related activities in the programme assigned by Project Director/Deputy Project Director.
- Any other duties and responsibilities as assigned

Reporting Obligations

The Procurement Specialist will work under the direction of the Project Director/ Deputy Project Director

Qualifications & Experience

In accordance with the Management Circular No. 01/2016 dated 24th March 2016

1, 2 or 3 below

1. A Bachelor's Degree in the relevant field recognized by the University Grants Commission with minimum 10 years of post-qualifying experience at managerial level which includes minimum 5 years at Senior managerial level
Or
2. A Bachelor's Degree in relevant field recognized by the University Grants Commission and a Postgraduate Degree or full membership of a recognized professional institution in the relevant field with minimum 8 years of post-qualifying experience at managerial level.
Or
3. Class 1 officer of a Government all Island services or a similar status in the relevant field with minimum 7 years' experience in the Class 1 post.

General Conditions

- Appointment for the post is on full time basis.
- The initial contract period will be for 1 year. Renewal will be done on performance basis until the project is completed.
- The candidate if selected to the post is allowed to resign from the post by giving 1 month prior notice to the Secretary of MOHNIM.
- The Secretary of MOHNIM has the authority to terminate the service of the selected candidate from the post with the concurrence of the ADB without giving any reasons at any time, if the service of the selected candidate is not necessary anymore. 1 month prior notice will be given for the termination of the service.
- Only short listed applicants with required qualifications will be called for an interview.
- Selected candidates should be ready to take up the appointment immediately or as requested by the Secretary of MOHNIM.
- Candidates currently employed in the government sector should send their applications through head of institution/department. Head of institution/department should indicate that the candidate will be released from the current employment in the event of being selected to the post.
- No officer will be selected if he/she has been subjected to any disciplinary action during his/her career.

Age Limit

Under 65 years by 30th April 2018

Salary

Level PS 3, in accordance with the Management Circular No. 01/2016 dated 24th March 2016.

Duly completed attached application form together with a detailed curriculum vitae supported by copies of education and professional qualifications, experience and names of 2 non-related referees along with the contact telephone/fax/email address. Application should be send to reach the following address **on or before 30th April 2018**, in a sealed envelope stating "Application for the post of Procurement Specialist – Health System Enhancement Project" on the top left of the envelope;

Deputy Director General Planning

Ministry of Health, Nutrition & Indigenous Medicine

'Suwasiripaya', No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10.


Janaka Sugathadasa
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Ministry of Health, Nutrition & Indigenous Medicine

ASIAN DEVELOPMENT BANK FUNDED HEALTH SYSTEM ENHANCEMENT PROJECT

In keeping with Sri Lanka's global commitments, health sector is committed among others, to realize in full measure, achievement of sustainable development goals relevant to the sector and acknowledges the key strategy, universal health coverage (UHC) related to the health goal. The Asian Development Bank has come forward to invest in the health sector in Sri Lanka aimed at developing primary health care facilities in socially, economically and geographically vulnerable areas in provinces North Central, Central, Sabaragamuwa, and Uva along with improving Health Surveillance Capacity in the country. The proposed project has the following three components;

- Component 1 – Primary Health Care strengthening especially in lagging targeted Provinces
- Component 2 – Strengthening of Health and Disease Surveillance Capacity
- Component 3 – Policy development and Project Management Support

Project implementation is scheduled for 5 years from 2018 to 2023.

Applications are invited for the post of **Project Coordinator** of the Health System Enhancement Project on full time basis in the Project Management Unit (PMU) based in Colombo.

Main Duties and Responsibilities

- Assist Project Director/Deputy Project Director in various activities such as budget monitoring, procurement planning, office management and organizing meetings (High Level Ministerial Project Steering Committee, Project Management Unit etc.,)
- Ensure that regular reviews are conducted as per timelines, necessary updates etc., are shared with concerned units and organizations (Provinces, ADB), and action taken, reports are collected and presented to concerned authorities.
- Bring to the attention of the Project Director any operational challenges in a timely manner and propose solutions and alternative strategies for overcoming these issues
- Assist Project Director/Deputy Project Director and other technical officers in ensuring the project adhere to framework and all documentation is maintained appropriately

- Maintain and monitor project plans to facilitate within the given timelines. Identify and resolve operational problems, improvements required to meet the standards in processes in consultation with the Project Director/Deputy Project Director.
- Work closely with Project Implementation Units (PIUs) in 4 Provinces and other strategic partners to ensure project interventions, implementation are in line with ADB/GOSL policies, procedures, rules and regulations where applicable.
- Assess project risks and issues from various sources (PMU, PIU, other stakeholders, vendors) and present it to Project Director/Deputy Project Director for initiating required action.
- Ensure that Project Management Unit (PMU) and all Project Implementation Units (PIUs) team members understand the scope of the project and their individual responsibilities.
- Provide administrative support to PMU and PIUs as and when needed
- Any other duties and responsibilities as assigned

Reporting Obligations

The Project Coordinator will work under the direction of the Project Director/ Deputy Project Director

Qualifications & Experience

In accordance with the Management Circular No. 01/2016 dated 24th March 2016

1, 2 or 3 below

1. Bachelor's Degree in the relevant field recognized by the University Grants Commission or having obtained a certificate of proficiency not below than the NVQ level 7, issued by a technical/ Vocational training institute accepted by tertiary and vocational education Commission for a post related to a technical field and at least 2 years experience in the required area of specialization
or
2. Having obtained a certificate of having obtained a certificate of proficiency not below than the NVQ level 6, issued by a technical/ Vocational training institute accepted by tertiary and vocational education Commission for a post related to a technical field and at least 7 years experience in the required area of specialization
or
3. Having obtained a certificate of having obtained a certificate of proficiency not below than the NVQ level 5, issued by a technical/ Vocational training institute accepted by tertiary and vocational education Commission for a post related to a technical field and at least 12 years experience in the required area of specialization

General Conditions

- Appointment for the post is on full time basis.
- The initial contract period will be for 1 year. Renewal will be done on performance basis until the project is completed.
- The candidate if selected to the post is allowed to resign from the post by giving 1 month prior notice to the Secretary of MOHNIM.

- The Secretary of MOHNIM has the authority to terminate the service of the selected candidate from the post with the concurrence of the ADB without giving any reasons at any time, if the service of the selected candidate is not necessary anymore. 1 month prior notice will be given for the termination of the service.
- Only short listed applicants with required qualifications will be called for an interview.
- Selected candidates should be ready to take up the appointment immediately or as requested by the Secretary of MOHNIM.
- Candidates currently employed in the government sector should send their applications through head of institution/department. Head of institution/department should indicate that the candidate will be released from the current employment in the event of being selected to the post.
- No officer will be selected if he/she has been subjected to any disciplinary action during his/her career.

Age Limit

Under 65 years by 30th April 2018

Salary


Level PS 6, in accordance with the Management Circular No. 01/2016 dated 24th March 2016.

Duly completed attached application form together with a detailed curriculum vitae supported by copies of education and professional qualifications, experience and names of 2 non-related referees along with the contact telephone/fax/email address. Application should be send to reach the following address **on or before 30th April 2018**, in a sealed envelope stating "Application for the post of Project Coordinator – Health System Enhancement Project" on the top left of the envelope;

Deputy Director General Planning

Ministry of Health, Nutrition & Indigenous Medicine

'Suwasiripaya', No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10.


Janaka Sugathadasa
 Secretary
 Ministry of Health, Nutrition & Indigenous Medicine
 "Suwasiripaya"
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Ministry of Health, Nutrition & Indigenous Medicine

ASIAN DEVELOPMENT BANK FUNDED HEALTH SYSTEM ENHANCEMENT PROJECT

In keeping with Sri Lanka's global commitments, health sector is committed among others, to realize in full measure, achievement of sustainable development goals relevant to the sector and acknowledges the key strategy, universal health coverage (UHC) related to the health goal. The Asian Development Bank has come forward to invest in the health sector in Sri Lanka aimed at developing primary health care facilities in socially, economically and geographically vulnerable areas in provinces North Central, Central, Sabaragamuwa, and Uva along with improving Health Surveillance Capacity in the country. The proposed project has the following three components;

- Component I – Primary Health Care strengthening especially in lagging targeted Provinces
- Component 2 – Strengthening of Health and Disease Surveillance Capacity
- Component 3 – Policy development and Project Management Support

Project implementation is scheduled for 5 years from 2018 to 2023.

Applications are invited for the post of **Project Secretary** of the Health System Enhancement Project on full time basis in the Project Management Unit (PMU) based in Colombo.

Main Duties and Responsibilities

- Receive telephone calls and forward them to concern PMU staff
- Receiving and dispatching all office communication by e-mail, fax, post, etc. with the support of Office Assistant
- Maintain adequate system for receiving filing and dispatching communications. Distribute communications to the relevant recipients for action or information (assures copying and further distribution)
- Maintaining appropriate logs and chronological files of all written communication as well as the general archive of the office
- Regularly check the incoming & outgoing postal mail on due time
- Maintaining an updated address and phone lists of project counterparts, staff and all Implementing Agency staff working on the project

- Providing secretarial services as required (i.e. write correspondence, phone calls, photocopies, etc.)
- Arranging appointments of the Project Director and other senior staff
- Administrative support for the PMU.
- Follow up logistical arrangement for staff missions and other travel arrangements and maintain the mission log
- Organize travel arrangements and hotel bookings for staff and visitors.
- Any other duties and responsibilities as assigned

Reporting Obligations

The Project Secretary will work under the direction of the Project Director/ Deputy Project Director

Qualifications & Experience

In accordance with the Management Circular No. 01/2016 dated 24th March 2016

1 or 2 below

1. GCE (O/L) examination passed in six (6) subjects with three (3) credit passes including English and Sinhala/Tamil language with a secretarial course from a recognized institution or perusing examinations leading to Chartered Secretary with minimum 04 years' experience in relevant field.

or

2. A chartered Secretary with 03 years' experience in relevant field.

Basic knowledge on MS Office package and operating computers is required.

General Conditions

- Appointment for the post is on full time basis.
- The initial contract period will be for 1 year. Renewal will be done on performance basis until the project is completed.
- The candidate if selected to the post is allowed to resign from the post by giving 1 month prior notice to the Secretary of MOHNIM.
- The Secretary of MOHNIM has the authority to terminate the service of the selected candidate from the post with the concurrence of the ADB without giving any reasons at any time, if the service of the selected candidate is not necessary anymore. 1 month prior notice will be given for the termination of the service.
- Only short listed applicants with required qualifications will be called for an interview.
- Selected candidates should be ready to take up the appointment immediately or as requested by the Secretary of MOHNIM.
- Candidates currently employed in the government sector should send their applications through head of institution/department. Head of institution/department should indicate that the candidate will be released from the current employment in the event of being selected to the post.
- No officer will be selected if he/she has been subjected to any disciplinary action during his/her career.

Age Limit

Under 50 years by 30th April 2018

Salary


Level PS 6, in accordance with the Management Circular No. 01/2016 dated 24th March 2016.

Duly completed attached application form together with a detailed curriculum vitae supported by copies of education and professional qualifications, experience and names of 2 non-related referees along with the contact telephone/fax/email address. Application should be send to reach the following address **on or before 30th April 2018**, in a sealed envelope stating "Application for the post of Project Secretary – Health System Enhancement Project" on the top left of the envelope;

Deputy Director General Planning

Ministry of Health, Nutrition & Indigenous Medicine

'Suwasiripaya', No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10.


Janaka Sugathadasa
Secretary

Ministry of Health, Nutrition & Indigenous Medicine

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

ASIAN DEVELOPMENT BANK FUNDED HEALTH SYSTEM ENHANCEMENT PROJECT

In keeping with Sri Lanka's global commitments, health sector is committed among others, to realize in full measure, achievement of sustainable development goals relevant to the sector and acknowledges the key strategy, universal health coverage (UHC) related to the health goal. The Asian Development Bank has come forward to invest in the health sector in Sri Lanka aimed at developing primary health care facilities in socially, economically and geographically vulnerable areas in provinces North Central, Central, Sabaragamuwa, and Uva along with improving Health Surveillance Capacity in the country. The proposed project has the following three components;

- Component 1 – Primary Health Care strengthening especially in lagging targeted Provinces
- Component 2 – Strengthening of Health and Disease Surveillance Capacity
- Component 3 – Policy development and Project Management Support

Project implementation is scheduled for 5 years from 2018 to 2023.

Applications are invited for the post of **Office Assistant** of the Health System Enhancement Project on full time basis in the Project Management Unit (PMU) based in Colombo.

Main Duties and Responsibilities

- Will support the office secretary for screening and directing telephone calls when required
- Receives, greets and directs visitors, facilitates hospitality for official meetings
- Receives and prepares for sending the office mail (postage & courier), faxes etc.
- Files and log correspondence, including incoming and outgoing communications as needed by office.
- Ensure files and records are maintained in good order while maintaining its confidentiality
- Photocopy and scan materials upon request
- Assist and provide administrative and logistics support to office
- Assists in receiving and safekeeping of office supplies. Archiving documents/folders in consultation with the office secretary.
- Assist in maintaining contact lists of phone and postal mail addresses of government units, organizations and institutions

- Provide support and assistance to project related activities
- Any other duties and responsibilities as assigned

Reporting Obligations

The Office Assistant will work under the direction of the Project Director/ Deputy Project Director

Qualifications & Experience

- Passed six subjects in GCE (O/L) including Mathematics, and Sinhala or Tamil.
- Not less than 1-year work experience in a government entity.
- Experience in a foreign funded development projects implemented by Government entities would be an added qualification.
- Working knowledge in English

General Conditions

- Appointment for the post is on full time basis.
- The initial contract period will be for 1 year. Renewal will be done on performance basis until the project is completed.
- The candidate if selected to the post is allowed to resign from the post by giving 1 month prior notice to the Secretary of MOHNIM.
- The Secretary of MOHNIM has the authority to terminate the service of the selected candidate from the post with the concurrence of the ADB without giving any reasons at any time, if the service of the selected candidate is not necessary anymore. 1 month prior notice will be given for the termination of the service.
- Only short listed applicants with required qualifications will be called for an interview.
- Selected candidates should be ready to take up the appointment immediately or as requested by the Secretary of MOHNIM.
- Candidates currently employed in the government sector should send their applications through head of institution/department. Head of institution/department should indicate that the candidate will be released from the current employment in the event of being selected to the post.
- No officer will be selected if he/she has been subjected to any disciplinary action during his/her career.

Age Limit

Under 50 years by 30th April 2018

Salary

Level PL 1, in accordance with the Public Administration Circular No. 03/2016

Duly completed attached application form together with a detailed curriculum vitae supported by copies of education and professional qualifications, experience and names of 2 non-related referees along with the contact telephone/fax/email address. Application should be send to reach the following address **on or before 30th April 2018**, in a sealed envelope stating "Application for the post of Office Assistant – Health System Enhancement Project" on the top left of the envelope;

Deputy Director General Planning

Ministry of Health, Nutrition & Indigenous Medicine

'Suwasiripaya', No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10.


Janaka Sugathadasa

Secretary

Ministry of Health, Nutrition & Indigenous Medicine

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

ASIAN DEVELOPMENT BANK FUNDED HEALTH SYSTEM ENHANCEMENT PROJECT

In keeping with Sri Lanka's global commitments, health sector is committed among others, to realize in full measure, achievement of sustainable development goals relevant to the sector and acknowledges the key strategy, universal health coverage (UHC) related to the health goal. The Asian Development Bank has come forward to invest in the health sector in Sri Lanka aimed at developing primary health care facilities in socially, economically and geographically vulnerable areas in provinces North Central, Central, Sabaragamuwa, and Uva along with improving Health Surveillance Capacity in the country. The proposed project has the following three components;

- Component 1 – Primary Health Care strengthening especially in lagging targeted Provinces
- Component 2 – Strengthening of Health and Disease Surveillance Capacity
- Component 3 – Policy development and Project Management Support

Project implementation is scheduled for 5 years from 2018 to 2023.

Applications are invited for the post of **Driver** of the Health System Enhancement Project on full time basis in the Project Management Unit (PMU) based in Colombo.

Main Duties and Responsibilities

- Drive the assigned vehicle for the Project Director/authorized staff and personnel on official business travel
- Ensure day-to-day maintenance of the assigned vehicle; checks oil, water, battery, tires, etc.; Get minor repairs done and timely inform arranging for any other repairs necessary to keep the vehicle in good running condition. Keep the vehicle safe and technically sound at all times; maintain the vehicle in clean conditions.
- Ensure all required documents including vehicle insurance, vehicle registration, vehicle logs, fuel and mileage records etc, are regularly updated. .
- Assist in the delivery of mail/supplies etc.,
- Render service during Saturdays, Sundays and holidays and beyond the designated official working hours when required
- Any other duties and responsibilities as assigned

Reporting Obligations

The Driver will work under the direction of the Project Director/ Deputy Project Director

Qualifications & Experience

Completed Secondary Level education with 03 years of work experience as a driver with a safe driving record. Should have knowledge of driving rules, regulations and local routes.

General Conditions

- Appointment for the post is on full time basis.
- The initial contract period will be for 1 year. Renewal will be done on performance basis until the project is completed.
- The candidate if selected to the post is allowed to resign from the post by giving 1 month prior notice to the Secretary of MOHNIM.
- The Secretary of MOHNIM has the authority to terminate the service of the selected candidate from the post with the concurrence of the ADB without giving any reasons at any time, if the service of the selected candidate is not necessary anymore. 1 month prior notice will be given for the termination of the service.
- Only short listed applicants with required qualifications will be called for an interview.
- Selected candidates should be ready to take up the appointment immediately or as requested by the Secretary of MOHNIM.
- Candidates currently employed in the government sector should send their applications through head of institution/department. Head of institution/department should indicate that the candidate will be released from the current employment in the event of being selected to the post.
- No officer will be selected if he/she has been subjected to any disciplinary action during his/her career.

Age Limit

Under 50 years by 30th April 2018

Salary

Level PL 3, in accordance with the Public Administration Circular No. 03/2016

Duly completed attached application form together with a detailed curriculum vitae supported by copies of education and professional qualifications, experience and names of 2 non-related referees along with the contact telephone/fax/email address. Application should be send to reach the following address **on or before 30th April 2018**, in a sealed envelope stating "Application for the post of Driver – Health System Enhancement Project" on the top left of the envelope;

Deputy Director General Planning

Ministry of Health, Nutrition & Indigenous Medicine

'Suwasiripaya', No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10.


Janaka Sugathadasa

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