

VACANCIES

Health Information and Quality Improvement Project,
funded by the Global Fund

1. POST OF PROJECT SECRETARY

Qualifications:

- G.C.E (O/L) examination in six (6) subjects with three (3) credit passes including English and Sinhala/Tamil languages with a secretarial course from a recognized institution or pursuing examinations leading to Chartered Secretary with minimum 03 years of experience in relevant field **or**
- A Chartered Secretary with 02 years of experience with possessed qualifications.

Salary - As per the PS6 level, Category A of the Management Services Circular No. 01/2019 of 15.09.2019. The contribution of the employer to EPF is 12% and ETF is 3% of the salary. The EPF contribution of the employee is 8% of the salary.

2. POST OF FINANCE ASSISTANT

Qualifications:

- G.C.E (O/L) examination in six (6) subjects in one sitting with credit passes in Sinhala/Tamil/English Language, Mathematics and a pass in all subjects at the GCE(A/L) examination (other than the common general paper) at one sitting (a pass in 3 subjects under the old syllabus at one sitting would be sufficient)

Salary - As per Public Administration Circular No. 03/2016, Service Code MN-2- Grade III. The contribution of the employer to EPF is 12% and ETF is 3% of the salary. The EPF contribution of the employee is 8% of the salary.

GENERAL CONDITIONS:

- i. Age should be below 64 years as at 09.06.2023.
- ii. Recruitment will be on contract basis for one year and extendable according to the requirement
- iii. Preference will be given to those who have prior working experience in foreign funded projects especially in the public sector.

Interested applicants should send their CV with the contact details of two non-related referees via email to: **hiqipmoh@gmail.com** **or** by registered post to the following address to reach on or before 09th June, 2023. Only short-listed candidates will be called for an interview.

Project Director

**Health Information and Quality Improvement
Project, Ministry of Health,
01st Floor, Public Health Complex,
No. 555/5, Elvitigala Mawatha,
Colombo-05.**