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சுகாதாரம் மற்றும் சுதேச வைத்திய அமைச்சு  
**Ministry of Health & Indigenous Medicine**

## The Second Health Sector Development Project (SHSDP) (Component II)

The Second Health Sector Development Project is being implemented with the objective to contribute to the goals of the National Health Development Plan (NHDP), supporting the overall program. It has two Components and in the Component I, the funds are allocated in to 4 thematic areas namely; Health system Improvement, Maternal & Child Health and Nutrition, Communicable Disease control & prevention, Non Communicable Diseases prevention & control.

Component II of the project supports the implementation of innovations within the NHDP, operational research and opportunities for capacity building. In addition, training, workshops, the Demographic and Health Survey, or the National Health Survey, surveys and end-line evaluations and other evaluative studies, including the annual review of indicators of the project are supported

Applications are being called for the Post of Management Assistant under the Component II of the Second Health Sector Development Project on a full time basis. The position will be based in Colombo.

### ***Posts of Management Assistant – 1 posts***

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#### **Duties and Responsibilities**

1. Assist to project implementation officers and Project Accountant for implementation the project activities.
2. Maintain files and records of the project.
3. Prepare /check financial documents including payment documents for reimbursement, other general establishment works.
4. Taking minutes of the meetings.
5. Type writing the letters/documents of the project.
6. Participate and support in overall strategic goals of the Second Health Sector Development Project.
7. Inventory Management
8. Perform other tasks that may entrust by the project director, accountant and project officers of SHSDP

**Qualifications**

- Have passed 06 (six) subjects with 04 (four) credit passes in G.C.E. (Ordinary Level) examination including Sinhala/Tamil, Mathematics and English.
- Computer literacy: Proficiency in Microsoft Office package with skills of working in Microsoft Excel and Word applications.

**Other skills and competencies**

- Demonstrated communication skills (written and oral).
- Excellent knowledge of English.
- Communication skills in a third language (Sinhala or Tamil) is an added advantage
- Passed Accountancy as a subject in G.C.E. (Advanced Level) examination / other accountancy qualifications / secretarial qualifications are added advantages.
- Experience in foreign-funded projects is an added advantage.

**General Conditions**

- The initial contract period will be for one year, with provision for renewal on performance basis till the end of the project.
- The candidate if selected to the post can resign from the post giving one month prior notice to the Project Director.
- The Project Director has the authority to terminate the service of the selected candidate from the post without giving any reasons at any time if he/she wishes that the service of the selected candidate is not necessary anymore. One month prior notice will be given of the termination of the service.
- Only short listed applicants will be called for interview.
- Selected applicant should be able to take up the appointment immediately.
- Candidates should send their application through Head of the Institution/Department if currently employed. The Head of the Institution/Department should indicate that the candidate will be released from the current employment in the event of being selected to the post.

**Age Limit**

Under 35 years by 30<sup>th</sup> June 2015

**Salary**

According to the Management Service Circular No. 33 dated 05<sup>th</sup> April 2007.

Application with detailed Curriculum Vitae supported by copies of education, experience and other qualifications with names of two non-related referees along with the contact telephone/fax/email address should be sent to reach the following address on or before 07<sup>th</sup> March 2016.

Application must be in a sealed envelope with the following stated, on the top left side of the envelope ***“Application for the Post of Management Assistant – Second Health Sector Development Project – Component II”*** and send by Registered Post to the following address;

**Project Director**

Project Office

Second Health Sector Development Project – Component II

No 191/1, 3<sup>rd</sup> Floor

J.R. Jarawardhana Centre,

Colombo 07.

**Secretary,  
Ministry of Health and Indigenous Medicine**

## Application form

1. Full name of the applicant

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2. Name with Initials of the applicant

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3. Designation of the applicant

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

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5. Post Applied for

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6. Contact Details of the applicant

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

7. Qualification (certified copies to be attached with the CV)

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8. Work experience

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9. Special Comments

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I agree to travel out of Colombo even during weekends as and when required.  
I certify that the above particulars are correct.

.....  
Signature of applicant

.....  
Date

**Observation and Recommendation of the Head of Institution / Decentralized Unit / Specialized Campaign.**

I certify the particulars furnished by the applicant, are correct. (State any incorrect information, if furnished by the applicant).

The candidate can be released for the above post from the current employment in the event of being selected.

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Signature of Head of the institution

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Date