

Project for Enhancement of  
Non-Communicable Diseases Management  
**NCD Management Project**

05 January, 2016

**Vacancy Notice: Pre-Interns to serve as Project Officers for the NCD Management Project**

The Project for Enhancement of Non-communicable Disease Management (NCD Management Project or **NMP**) is being implemented by the Ministry of Health (MoH) with technical support from the Japan International Cooperation Agency (JICA). The major project sites are Galgamuwa Base Hospital (BH) in Kurunegala district, North Western Province, Warakapola BH in Kegalle district, Sabaragamuwa Province, Teldeniya BH in Kandy district, Central Province and Kaluwanchikudy BH in Batticaloa district, Eastern Province. The major components of the Project include (i) improvement in monitoring of NCD patients, (ii) linking the BHs with primary care facilities for management of NCD, and (iii) strengthening commodity management at the 4 target BHs.

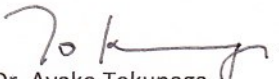
To support NMP activities, the Project seek two (2) pre-interns who could serve as Project Officers based in Colombo and/or Batticaloa with frequent visits to above mentioned places with the following responsibilities:

1. Liaise with and assist appropriate staff members of the JICA Team and/ or counterpart officials such as the Ministry of Health, Provincial and Regional officials, other project partners and stakeholders in implementation of NMP activities;
2. Provide logistical and administrative support to organize workshops, trainings and meetings undertaken by NMP;
3. Monitor project-related activities in 4 target BHs and primary care institutions in its catchment areas;
4. Assist JICA Experts by (i) arranging appointments, (ii) translating the local language into English and vice versa and (iii) collecting/ distributing materials and information before/ after field trips as necessary; and
5. Perform other tasks as requested by the Team Leader/ or the representative.

The minimum requirements for the candidates are: **MBBS degree**; computer literacy (preferably can work with MS Word, MS Excel and MS PowerPoint); good communication skills in Sinhala to an officer based in Colombo and Tamil to an officer based in Batticaloa; good command of written and spoken English; and pleasant personality.

Those who are interested are requested to send **curriculum vitae with a short essay** on "how do you manage Non-communicable Diseases (NCD) as one of the Health Provider in a Health Institutions?" on or before **12th February 2016 (Friday)** to: [srilanka.ncd@gmail.com](mailto:srilanka.ncd@gmail.com) or send fax to 011-2675874. The length of the essay should be maximum of 2 pages by using MS word.

Shortlisted candidates will be interviewed during 3rd – 4th week of February 2016 and selected Project Officer will commence his/ her services from March 2016.

  
Dr. Ayako Tokunaga  
Team Leader,  
NCD Management Project