

Terms of reference (TOR) for a post of Coordinating Assistant for preparation for WHO certification on Malaria Free Sri Lanka

Work-plan/OSER/Product/Activity/Exp.Type: WHO 512/513 APW Category 1 Task 3.2

Name of the Coordinator: National coordinator for WHO certification of Malaria free Sri Lanka

Assigned Institution: Anti Malaria Campaign (AMC)

Period of assignment: for 03 months from 15.05.2016

Background

Sri Lanka is now at a critical juncture, moving from elimination of indigenous malaria to prevent of re-introduction of malaria. Anti Malaria Campaign is heading towards WHO certification for a malaria free country. For the certification process, we need the support of medical officers for preparing large number of documents and preparing Regional Malarial offices for inspection and assessment by the WHO mission. The selected person has to travel extensively to prepare the districts for certification process and should be able to work for target with limited resources.

Place of work: Anti Malaria Campaign HQ, Colombo 05

Scope of work

Under the supervision of Director /Anti Malaria Campaign and National coordinator for preparation of WHO certification, Pre-Intern Medical Officer will perform the following.

1. Support Preparation of Reports and other documents
2. Coordinate technical working group missions in regions
3. Organize field supervision missions
4. Follow up recommendations made by Technical working group
5. Preparation, reconciliation and maintenance of case files & documents
6. Visit & support preparation of regional Malarial offices for WHO certification
7. Assist in all other WHO certification preparatory work in the Central HQ & regions

Selected pre-intern medical officer will be posted to AMC /HQ at Colombo 05

Duration: For three months from 15.05.2016

Send the applications to:

By register post to: Director/ Anti Malaria Campaign, 555/5, Public Health Complex, Colombo 05 or
Email to antimalariacampaignsl@gmail.com

Duration of Ministry web advertisement: two weeks from 09.05.2016

Desired qualification and experience for the post

- Pre-intern medical officer with M.B.B.S. qualification
- Ability to work with Microsoft Office applications (Word/Excel). Ability in Graphic designing – would be an added advantage
- Excellent command in oral & written English
- Previous experience of scientific research, data collection, data entry and analysis would be considered as an added advantage

Expected output

1. Availability of expected reports and documents in timely manner
2. Coordinated supervisions achieving the desired outcome at the regional level
3. Availability of completed case files with reconciled data

Nature of work

Full Time/Part Time	Full time
No of days per week	Five (5) days
Working hours per day	Eight (8) hours -8.30am to 4.15 pm

Monthly remuneration Rs 32,800.00

A coordinating assistant is not entitled for any other privileges or claims other than the benefits specified above from the Ministry of Health or WHO.

Director

National Coordinator

Anti Malaria Campaign

Date:

Date: