

Vacancy for the Post of Administrative Officer-Contract Basis

HSS Component

GFATM Project

Ministry of Health

555/5, Elvitigala Mawatha, Colombo 05.

Ministry of Health has received a grant from the Global Fund to fight AIDS, Tuberculosis & Malaria (GFATM) under which the Health System Strengthening (HSS) in Northern Province (NP) of Sri Lanka is one component.

The Director GFATM Project calls applications for the Post of Administrative Officer on contract basis for a one vacancy in HSS component in Colombo office.

Structural Position

The Administrative Officer reports to the Project Manager (PM) who will assign duties as appropriate

Basic Function of Position

Incumbent serves as the Administrative Officer by carrying out general office/department coordination and information-flow management, and providing secretarial and other related duties.

Major Duties and Responsibilities

- Responsibility to operate Project Office telephone switchboard by receiving, giving and dispatching office telephone communication to the relevant recipients
- Receiving and dispatching all office communication by e-mail, fax, post etc.
- Distributes incoming traffic to the relevant recipients for action or information (assures copying and further distribution)
- Maintaining appropriate logs and chronological files of all written traffic as well as the general archive of the office
- Daily check the incoming & outgoing mail on due time.
- Daily check of the PMU e-mail address
- Maintaining an updated address and phone lists of GFATM/HSS counterparts, staff and all field offices under GFATM and HSS area of responsibility including the regular update of Provincial Health Department contacts list
- Providing secretarial services as required by PMU personnel (i.e. write correspondence, phone calls, photocopies, etc.)
- Arranging appointments of the Project Manager and/or other personnel if required
- Reception of visitors to the PMU in liaison with the security guard at the office's entrance
- Unofficial translation upon request
- Administrative support for the organization of the PM meeting and workshop including request of offers, analysis of received quotation/s, logistics requirements, accommodation and travel arrangement, etc.

- Follow up, maintenance and distribution of the office stock of stationery by maintaining a log book for the said items and share the information with the Logistics/Finance Team.
- Liaison on exchange of information between all the Project Field Offices under the HSS area of responsibility
- Follow up logistical arrangement for staff missions and other travel arrangements.
- Organizing travel arrangements and hotel bookings for staff and visitors.
- Carrying out any other duties that may reasonably or exceptionally be required to ensure the smooth cooperation of PMUs work and optimize the functioning of the office, such as substituting for absent colleagues.

Qualifications:

- Degree from a recognized University. And/or equivalent professional qualifications in any subjects.
 - Should have passed the General Certificate of Education (Ordinary Level) examination in six (06) subjects at one sitting with credit passes in
 - i) Sinhala / Tamil / English Language
 - ii) Mathematics and Two other subjects
- and**

At least two simple passes in subjects at the General Certificate of Education (Advance Level) Examination (other than the common general paper) at one sitting.

At least 3 simple passes in subjects under the old syllabus at one sitting would be sufficient.

Experience:

- Minimum 2 years of experience as an Administrative Officer.
- Proactive with high level of ownership of work and team player.
- Strong MS Office skills.
- Working experience in foreign funded project preferably in health sector will be an advantage.
- A good command of Sinhala /English /Tamil language, written and oral.
- Preference will be given to those who have experience related to the Public Sector.

Age Limit: Under 55 years.

Salary: According to the Management Service Circular No 33 of 05th April 2007.

General Conditions:

- The initial contract period will be for one year, with provision for renewal depending on the performance and existence of the project.
- Only shortlisted applicants will be called for an interview for selection. Selected applicants should be able to take up the appointment immediately.

Other Benefits:

- The contribution of the employer for EPF is 12% and ETF is 3% of the salary. The EPF contribution of the employee is 8% of the salary.
- Candidates who are already in the public service should send in their application through the relevant Head of the Department / CEO of the Agency who should indicate that the candidate could be released in the event of being selected to the post.

Application with detailed curriculum vitae, including copies of relevant documents along with the contact telephone / fax / email address and references should be sent under registered cover to reach The Director, GFATM Project, No 555/5, Public Health Complex, Colombo 05, on or before 10th March 2015.

Application must be in a sealed envelope with the following stated on top of the left side of envelope “**Application for Post of Administrative Officer – HSS Component, GFATM Project**”.

Project Director
GFATM Project Office
Public Health Complex
3rd Floor,
No 555/5,
Elvitigala Mawatha,
Colombo 05.