

Vacancy Notice for the Post of
Project Accountant-Anti Malaria Campaign
Global Fund to fight AIDS, Tuberculosis & Malaria (GFATM)
Ministry of Health
555/5, Elvitigala Mawatha, Colombo 05

The Ministry of Health has received a grant from the Global Fund to fight AIDS, Tuberculosis & Malaria (GFATM) to strengthen the National Programme for the control of malaria in Sri Lanka. A Fulltime service of a qualified Accountant is required to regulate the financial activities of the Malaria Component of the GFATM Project handled by the Ministry of Health. The above position will be located in Colombo and should function under the GFATM Project Director, in coordination with and under technical supervision of the Director of the National Malaria Control Programme.

Job Description:

1. Responsibility of overseeing the financial/ project management needs of Malaria component of the GFATM Project
2. All accounting and financial reporting to relevant authorities including the donor agency
3. Timely disbursement of funds to project implementation and monitoring advances
4. To ensure collection of all necessary paid documents.
5. Adhere to Global Fund requirements of financial control
6. Preparation and presentation of monthly cash forecast, variance report, progress report, annual accounts.etc.
7. Liaise with auditors, bankers, donor and stakeholders when requested to do so

Qualifications and Experience:

- An Officer of the Government all Island services class II / I or above or similar status with minimum of 5 years of experience in class II / I level as an Accountant.
- Chartered / Corporate membership of recognized professional Institution / post graduate degree in the relevant and minimum of 5 years of post qualification experience in the relevant field. Preference will be given to Chartered Accountants.
- Proactive with high level of ownership of work and team player.
- Possess Strong computer, analytical and communication skills.
- Hands on experience with QuickBooks® accounting software.
- Working experience in a foreign funded project preferably in Health Sector will be an advantage.
- A good command of English language, written and oral.
- Should be able to perform under demanding work conditions

Salary: As per Management Service Circular 33 dated 05th April 2007

General Conditions:

- The initial contract period will be for one year, with provision for renewal.
- The Project is expected to run for three years.
- Only shortlisted applicants will be called for an interview for selection. Selected applicants should be able to take up the appointment immediately.

- Candidates who are already in the public service should send in their application through the relevant Head of the Department / Agency who should indicate that the candidate could be released in the event of being selected to the post.

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.

Application with detailed curriculum vitae, along with the copies of relevant certificates and documents in order to prove the qualification and experience should be sent to reach the “Project Director, GFATM Project Office, 3rd Floor, Public Health Complex, No 555/5, Elvitigala Mawatha, Colombo 05”, on or before **10th March 2015**.

Application must be in a sealed envelope along with the contact telephone/fax/e-mail address and with “**Application for Post of Project Accountant- GFATM Malaria**” stated on top of the left side of envelope.

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

Tel No: 011 2581918