

Vacancy for the Post of Project Manager-Contract Basis
Global Fund to fight AIDS, Tuberculosis & Malaria (GFATM)
Ministry of Health, Nutrition & Indigenous Medicine

555/5, Elvitigala Mawatha, Colombo 05.

The Health System Strengthening (HSS) Grant of the GFATM Project was awarded to the Ministry of Health, Nutrition & Indigenous Medicine in order to develop the health system infrastructure and capacity building in the Northern Province. Construction of healthcare facilities and human resource development in the Northern Province are the main focus areas covered by this grant. The total grant size is US \$ 15.5 million.

The Ministry of Health, Nutrition & Indigenous Medicine is calling for the application for the post of Project Manager (HSS). The Project Manager (HSS) will be the in-charge of the grant and is responsible for ensuring timely and effective management of all project related activities and staff. Project Manager will also serve as the primary point of contact between the project and the Ministry of Health, Nutrition & Indigenous Medicine and is responsible for ensuring the creation and timely submission of periodic work plan, progress reports, disbursement requests etc. Project Manager will report to the GFATM Project Director.

The Project Manager will be stationed at the Project Office in Colombo. But need frequent and extensive travel to the project sites in the Northern Province.

Responsibilities

- Implement the Project with due diligence to achieve the agreed objectives and in conformity with the Grant Agreement.
- Establish & maintain close and cordial relationship with GFATM and other stakeholders pertaining to the implementation of project.
- Supervise and ensure that tender procedures are being carried out correctly and timely in order to award proposed construction activities under the Project
- Monitor that awarded constructions are being carried out in agreed timeframe conforming to the specifications laid out in the award of contracts.
- Organize, coordinate, and monitor the implementation of the other HSS project related activities
- Travel to regional offices for project coordination activities and locations of project implementation for onsite supervision.
- Timely submission of project progress reports, periodic work plan, disbursement requests and other periodic and ad hoc reports required by the donors and other relevant authorities.
- Oversee, advice and build the capacity of the project staff.
- Identify the problems related to project implementation and take early remedial action.
- Support the Project Director with all aspects of project, staff and financial management.

Qualification and experience

- Graduate in Medicine / Engineering / Architecture / Business Administration or related field with post graduate qualifications and a minimum of 8 years of post-qualification experience in senior managerial level.

OR,

- Class I Officer of Government All Island Services or similar status in a relevant field with minimum 5 years experience in that level.

AND also

- Experience in Project Management (particularly in construction work on donor funded projects is preferred).
- Experience in management of international donor – funded projects, preferably health sector projects will be preferred.
- Conversant with National Procurement Guidelines and ICTAD Guidelines will be a distinct advantage.
- Fluency in English and at least one local language required. Proficiency in Tamil will be a distinct advantage.

General Conditions

- Fixed term contract for one year.
- Only shortlisted applicants will be invited for an interview. Selected applicant should be able to take up the appointment immediately.

Age Limit: Below 55 years.

Salary: As per Management Service Circular 33 dated 05th April 2007. Applicants with higher qualifications may be considered for a higher remuneration.

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, contact telephone/fax/e-mail address 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 5th October, 2015. Application must be in a sealed envelope stating on top of the left side of envelope “**Application for Post of Project Manager- GFATM HSS Project**”.

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3rd Floor,
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