



සෞඛ්‍ය, පෝෂණ සහ දේශීය වෛද්‍ය අමාත්‍යාංශය
சுகாதார, போசணை மற்றும் சுதேச வைத்திய அமைச்சு

Ministry of Health, Nutrition & Indigenous Medicine

Primary Health Care System Strengthening Project

Vacancy Announcement for the post of Project Officer – (PS-6)

Primary Health Care System Strengthening Project is a World Bank supported project under the Ministry of Health, Nutrition and Indigenous Medicine which will be implemented with the objective of improving the delivery of primary health care services, to address the changing health needs of the population of Sri Lanka. The project results will contribute to the achievement of SDG 3 “ensure healthy lives and promote wellbeing for all at all ages” and the World Bank institutional priority of achieving universal health coverage. The Project is expected to be implemented over a period of 5 years and has three components include **Component 1-** PHC Restructuring Strategy Implementation, **Component 2-** Project Implementation Support and Innovation Grants and **Component 3-** Contingent Emergency Response Component.

Applications are being called for the post of Project Officer of the Primary Health Care System Strengthening Project on a full time basis. This position will be based in the Project Management Unit in Colombo.

Duties and Responsibilities

1. The Project Officer shall contribute to the overall process and components of the Project while coordinating specific activities assigned by the Project Director
2. Assisting in conducting project procurement activities according to the procurement plan, under the guidance of the Procurement Specialist
3. Coordinate the implementation of innovation research grants supported by the project
4. Coordinate activities related to the capacity building plan of the project
5. Execution of surveys and research implement by the project and compiling reports
6. Coordinate Project Review Committee meetings, Steering Committee meetings and other project management discussion
7. Maintenance of financial and management records of the Project Management Unit.
8. Assist with monitoring and evaluation activities of the project under the guidance of the Monitoring and Evaluation Specialist
9. Attend with field supervisions where necessary

Qualifications

1. A Bachelor's degree which is recognized by the University Grants Commission or having obtained a certification of proficiency not below than NVQ level 7 or a professional qualification successfully completed from recognized professional institute in the field of Project Management.
(Preference will be given applicants who have followed degree in the field of Project Management/ Finance and Accountancy)

And

2. At least 3 years' experience in projects related activities

Preference will be given for applicants who have experience in foreign funded project in Health Sector.

General Conditions

- The appointment for the post is on full time basis.
- The initial contract period will be for one year, with provision for renewal on performance basis till the end of the project.
- The candidate if selected to the post can resign from the post giving one month prior notice to the Project Director.
- The Secretary of the Ministry of Health, Nutrition and Indigenous Medicine has the authority to terminate the service of the selected candidate from the post without giving any reasons at any time if he/she wishes that the service of the selected candidate is not necessary anymore. One-month prior notice will be given of the termination of the service.
- Only short listed applicants will be called for interview.
- Selected applicant should be able to take up the appointment immediately.

Age Limit: Under 55 years by 13th March 2018

Salary : According to the Management Service Circular No. 01/2016 dated 24th March 2016 (Under PS-6 Category).

Application with detailed Curriculum Vitae supported by copies of education, experience and other qualifications with names of two non-related referees along with the contact telephone/fax/email address should be sent to reach the following postal address though registered post or email (shsdp@health.gov.lk) on or before 13th March 2018. Application must be in a sealed envelope with the following stated, on the top left side of the envelope or title of the email "**Application for the Post of Project Officer – Primary Health Care System Strengthening Project**".

Project Coordinator- Primary Health Care System Strengthening Project
Second Health Sector Development Project Office
3rd Floor, J.R.Jayawardhana Centre
Colombo 7

Application form

1. Full name of the applicant

--

2. Name with Initials of the applicant

--

3. Designation of the applicant

--

4. National Identity card Number of the applicant (*Please attach a certified copy of the NIC*)

--	--	--	--	--	--	--	--	--	--

5. Post Applied for

--

6. Contact Details of the applicant Office Address

Office Address	
Office Phone Number	
Office Fax Number	
Mobile Phone Number	
Home Phone Number	
Home Address	
Email Address	

7. Qualification (certified copies to be attached with the CV)

.....

.....

.....

.....

8. Work experience

.....
.....
.....
.....
.....

9. Special Comments

.....
.....
.....
.....
.....

I agree to travel out of Colombo even during weekends as and when required. I certify that the above particulars are correct.

.....
Signature of applicant

.....
Date

Observation and Recommendation of the Head of Institution / Decentralized Unit / Specialized Campaign.

I certify the particulars furnished by the applicant, are correct. (State any incorrect information, if furnished by the applicant).

The candidate can be released for the above post from the current employment in the event of being selected.

.....
Signature of Head of the institution

.....
Date