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சுகாதார, போசணை மற்றும் சுதேச வைத்திய அமைச்சு

Ministry of Health, Nutrition & Indigenous Medicine

Primary Health Care System Strengthening Project

Vacancy Announcement for Senior Communication Officer -01 Position-Acting – (PS-5)

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 **Senior Communication officer** of the Primary Health Care System Strengthening Project on Acting basis. This position will be based in the Project Management Unit in Colombo. But the selected officer may be requested to travel outside as and when required. Selected officer must be ready to work longer as and when required. Also, he/ she will be required to work during weekend if the need arises.

Duties and Responsibilities

- Contribute to a positive, collaborative and innovative organization culture.
- Prepare time sensitive written materials, including speeches, news articles, project plans, reports, discussion papers, media releases, website content, necessary material for video productions, and campaign material.
- Contribute to the production publication (including the annual report) and the promotion and delivery of events (including conference)
- Provide timely, expert advice to key internal stakeholders regarding communication engagement projects.
- Monitoring and develop content for social media platforms, proactively engage with the sector and stakeholder through customer focused content that meets organizational objectives.
- Assists in the development and implementation of communication plans and strategies
- Coordinate the production and delivery of communication materials
- Assists the project director in to developing and implementing a range of communication materials and liaise with external suppliers.
- Updating the website regularly

Qualifications

1. A Bachelor's Degree in the relevant field which is recognized by the University grants commission.

Or

A qualification recognized by the university grants commission as an equivalent to the degree in the relevant field

2. Post Graduate qualification in relevant to communication
3. Minimum 5 years' experience in the field of Health communication.

General Conditions

- The appointment for the post is on acting 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 65 years by th8 of November 2019

Salary: According to the Management Service Circular No. 01/2019 (Under PS-5 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 (psspmoh.lk@gmail.com) on or before th8 November 2019. 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 Senior communication officer – Primary Health Care System Strengthening Project"***.

Project Director-

Primary Health Care System Strengthening Project

3rd Floor, No 191, J.R.Jayawardhana Centre

Colombo 7

Application form

1. Full name of the applicant

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2. Name with Initials of the applicant

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3. Designation of the applicant

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

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5. Post Applied for

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6. Contact Details of the
applicant 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)

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8. Work experience

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9. Special Comments

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

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Signature of applicant

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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.

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Signature of Head of the institution

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Date