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சுகாதார, போசணை மற்றும் சுதே சவைத்திய அமைச்சு

Ministry of Health, Nutrition & Indigenous Medicine

Primary Health Care System Strengthening Project

Vacancy Announcement for Project Secretary (01 Position) – (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 Secretary** of the Primary Health Care System Strengthening Project on a fulltime basis. This position will be based in the Project Management Unit in Colombo. Though the working time is 8 hours the selected officer must be ready to work longer as and when required. Also, he/ she will be required to work during week end if the need arises.

Duties and Responsibilities

- Project Secretary should be responsible in organizing all correspondence with regard to the project including management and operational activities, management of the PMU staff.
- Receiving and dispatching all office communication by telephone, e-mail, Fax, post etc. with the support of office Assistant.
- Maintain adequate systems for receiving filing and dispatching communications.
- Distribute communications to the relevant recipients for action or information. (assures copying and further distribution)
- Maintaining appropriate logs and chronological files of all written communication as well as the general archives of the office.
- Regularly check the incoming & outgoing postal mail on due time.

- Maintaining an update address and phone lists of project stakeholders, staff and all implementing agency staff working with the project.
 - Providing secretarial services as required. (i.e. Write correspondence, phone calls Photocopies, Recording Etc)
 - Arranging appointments of the project Director and other senior staff.
 - Assist the PMU staff to carry out all administrative and HR works related to the PMU staff under the supervision of Project Director/Deputy Director PSSP
 - Arrange regular PMU meetings and maintain minutes.
 - Follow up logistical arrangement for staff missions and other travel arrangements and maintaining the mission log.
 - Organize Travel arrangements and hotel bookings for staff and visitors.
 - Any other duties and responsibilities as assigned by the Project Director PSSP
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Qualifications

1. Having passed the G.C.E (O/L) examination in six (6) subjects with three (3) credit passes including English and Sinhala/ Tamil Language.

With

A Secretarial course from a recognized institution or pursuing examinations leading to chartered Secretary with minimum 05 years' Experience in relevant field or working as a Chartered Secretary for at least 4 years.

2. Having served in the Development Project funded by the foreign aid will be an added advantage.

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 being the disciplinary 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 15th September 2019

Salary: According to the Management Service Circular No. 01/2019 dated 5th March 2019 (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 through registered post or email (**psspmoh.lk@gmail.com**) on or before 15th September 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 Project Secretary – Primary Health Care System Strengthening Project”***.

Project Director
Primary Health Care System Strengthening Project
3rd Floor, No 191, J.R.Jayawardene 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 current employment

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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. Two non-related referees

I. Name.....

Designation /Position.....

Contact No Residential.....

Mobile.....

Email.....

II. Name.....

Designation /Position.....

Contact No Residential.....

Mobile.....

Email.....

10. 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

For Employees only

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

I certify that 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
