

VACANCY ANNOUNCEMENT

Post of Project Director

Responsive COVID-19 Vaccines for Recovery Project for US\$ 150 million

Financed via the Asian Development Bank

Ministry of Health

September 01, 2021

The Responsive COVID-19 Vaccines for Recovery (RECOVER) Project under the Asia-Pacific Vaccine Access Facility (APVAX) of the Asian Development Bank (ADB) will provide the Government of Sri Lanka with immediate and flexible financing to implement project activities through APVAX and from the regular country allocation. The APVAX allocation comprises of a Rapid Response Component (RRC) for \$84 million to support the purchase of ADB eligible coronavirus disease 2019 (COVID-19) vaccines, while the regular country allocation under the Project Investment Component (PIC) for \$66 million strengthen the vaccine information management system; physical infrastructure for vaccine delivery including transportation; and investments in systems for vaccine related medical waste management. The project will be implemented from July 2021 to July 2024.

The Ministry of Health intends to Recruit the services of a Project Director, on full time basis, to manage the project.

MOH will be the executing and implementing agency. MOH will implement the project in coordination with the State Ministry of Pharmaceutical Production Supply and Regulation (SMPPSR), and the State Ministry of Primary Health Care Epidemics and COVID-19 Disease Control (SMPHCECDC).

The Project Director will oversee overall project implementation to ensure that the project funds are utilized as planned and project results are achieved within the stipulated project implementation period.

Applications are being called from **suitable candidates for below mentioned position** with stated qualifications and experience. These positions will be based in the Project Management Unit in Colombo. The selected officer may be requested to travel outside where the project activities are carried out as and when required. The responsibilities and required qualifications are stated below.

Designation	Salary Code	Duties & Responsibilities	Qualifications
01.Project Director – (01) Full Time	PS I	<ol style="list-style-type: none"> 1. Monitor compliance with the Project Administrative Manual; 2. Coordinate with all relevant departments to obtain information required to prepare the project implementation plan 3. Guide the Procurement officer to prepare and update the procurement plan; 4. Oversee the preparation, updating and coordinating the implementation of the project communication strategy, including facilitating trainings, and change-management activities.; 5. Liaise with the relevant institutions and officers to ensure alignment of project activities with PAM and management of the Recover Project; 6. Ensure continuous compliance of the legal covenants in the financing agreement between ADB and GoSL; 7. Oversee the monitoring of project activities including liaising with all relevant divisions within the MoH, external stakeholders, support contract management and in evaluating and reporting progress of Project Development Objectives (PDO) level and intermediary level indicators; 8. Oversee an administer procurement process , project staff and goods procurement; 9. Ensure adequate annual budget allocations for project activities; 10. Manage the secretariat of the Steering Committee, convene and 	<p>(1 Or 2 below)</p> <ol style="list-style-type: none"> 1. A bachelor's degree which is recognized by the UGC With At least 14 years' post qualifying experience at a managerial level out of which 7 years should be in the senior Managerial Level. 2. A bachelor's degree which is recognized by the UGC And A postgraduate degree in the relevant field or full membership of a recognize professional institution in the relevant field With At least 12 years post qualifying experience in Managerial Level. 3. Post Graduate degree and Experience in managing development projects and working with international organizations is an advantage.

	<p>facilitate Steering Committee meetings and circulate minutes of the meetings;</p> <p>11.Oversee the submission of monthly/quarterly updates/reports as required by the Steering Committee, MoH and ADB;</p> <p>12.Resolve project implementation issues escalated by any department responsible for implementing project activities or escalate those issues which are outside of his/her power to resolve;</p> <p>13.Continuously assess training needs of the PMU staff and related stakeholders with an aim to building sustainable project management and health systems preparedness capacity in the country;</p> <p>14.Any other project related activity assigned by the Secretary of Health/ PSC.</p>	
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General Conditions

- The appointment for the posts will be on contract basis and Full Time.
- The initial contract period will be for one year, with provision for renewal till the end of the project subject to satisfactory performance.
- 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 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 13th September 2021.

Salary: According to the Department of Management Service Circular No. 01/2019

Duly completed application together with detailed curriculum vitae, Educational and experience (with Scanned certified copies), names of two non-related referees should be sent to reach the following address via email on or before September 13, 2021. to secretary@health.gov.lk .

**Secretary
Ministry of Health
385, Rev. Baddegama Wimalawansa Thero Mawatha
Colombo 10 .**

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

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

.....
Date

** For candidates employed, applications should be endorsed as follows.

Observation and Recommendation of the Head of Institution.

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 immediately.

.....
Signature of Head of the institution

.....
Date

Responsive COVID-19 Vaccines for Recovery Project

Financed via the Asian Development Bank

Terms of Reference for Project Director

September 01, 2021

The Responsive COVID-19 Vaccines for Recovery (RECOVER) Project under the Asia-Pacific Vaccine Access Facility (APVAX) of the Asian Development Bank (ADB) will provide the Government of Sri Lanka with immediate and flexible financing to implement projects activities through APVAX and from the regular country allocation. The APVAX allocation comprises of a Rapid Response Component (RRC) for \$84 million to support the purchase of ADB eligible coronavirus disease 2019 (COVID-19) vaccines, while the regular country allocation under the Project Investment Component (PIC) for \$66 million to strengthen the vaccine information management system; physical infrastructure for vaccine delivery including transportation; and investments in systems for vaccine related medical waste management. The project will be implemented from July 2021 to July 2024.

The expected project impact will be the enhancement of the resilience and responsiveness of the health system to curtail the COVID-19 virus spread; reduce morbidity and mortality; and reduce the negative health, social, and economic effects of the COVID-19 pandemic in Sri Lanka. The outcome will be to ensure that the priority populations of Sri Lanka are vaccinated against COVID-19 as per the National Deployment and Vaccination plan (NDVP) without compromising routine vaccine services and other health services.

MOH will be the executing and implementing agency. MOH will implement the project in coordination with the State Ministry of Pharmaceutical Production Supply and Regulation (SMPPSR), and the State Ministry of Primary Health Care Epidemics and COVID-19 Disease Control (SMPHCECDC).

The project will be managed by a Project Director and will be implemented via a team of staff and consultants recruited to the Project Management Unit (PMU for RECOVER Project) under the Ministry of Health. The PMU will include additional staff; and following approval of the Management Services Department of the Ministry of Finance will recruit a senior project engineer; internal auditor; accountant; senior technical officer; two technical assistants; ICT officer; two procurement officers; two finance officers; M&E officer; two project assistants, and two management assistants and a subunit of PMU will be established at the epidemiology unit of MOH and it will be staffed with a senior consultant, M&E officer, IT specialist, IT assistant, and an office assistant. In addition, four units mainly involved in project implementation at MOH, i.e., HPB (Project Officer), HIU (Project Officer), Environment Unit (Environment Officer), and MSD (IT Officer), will be given one staff each from the project under incremental administrative costs. All these additionally recruited staff will be recruited to PMU and will be placed in the designated units for smooth implementation and monitoring of the project. The main functions of the PMU will be to ensure timely and effective project planning, management, implementation, and coordination with the various project stakeholders, and monitor the progress; report to the government and ADB. The project director will also be responsible for the implementation of the Gender Equality and Social Inclusion (GESI) Action Plan with the support from the GESI consultant.

The Ministry of Health intends to recruit a Project Director for the above project.

Qualifications

(1 Or 2 below)

1.A bachelor's degree which is recognized by the UGC

With

At least 14 years' post qualifying experience at a managerial level out of which 7 years should be in the senior Managerial Level.

2.A bachelor's degree which is recognized by the UGC

And

A postgraduate degree in the relevant field or full membership of a recognize professional institution in the relevant field

With

At least 12 years post qualifying experience in Managerial Level.

3. Post Graduate degree / Experience in managing development projects and working with international organizations is an advantage.

Roles and Responsibilities of the Project Director

- Oversee overall project implementation to ensure that the project funds are utilized as planned and project results are achieved within the stipulated project implementation period
- Manage, coordinate, and monitor activities with close collaboration with all stakeholders.
- Oversee day-to-day administration and implementation of the project
- Ensure that suppliers, processes and procedures are compliant with MOH and ADB processes and procedures
- Manage budgeting and financial planning/reporting, and disbursement
- Ensure timely auditing of loan proceeds
- Set-up, manage and maintain project advance accounts
- Ensure that withdrawal applications are prepared, and all required disbursement-related documentation are submitted in a timely and appropriate manner
- Submit quarterly progress reports (and consolidated annual report) to ADB in agreed format
- Ensures that all other reports/ covenants / conditions specified in the loan agreements are met.
- Establish, maintain and update the project performance monitoring system
- Prepare project completion report with support from all staff and consultants
- Oversee that all contract documents are submitted to ADB / MOH for further approval.
- Monitor the implementation of the procurement plan to ensure timely delivery of all agreed activities.
- Submit annual contract award and disbursement projections
- Monitor and ensure compliance with ADB's Safeguard Policy Statement

- Oversee the implementation of the Gender Equality and Social Inclusion (GESI) Action Plan and submit Gender Equality and Social Inclusion (GESI) Action Plan monitoring report to ADB
- Provide necessary support and guidance for preparing detail project report for RECOVER project
- Facilitate procurement and technical evaluation committees in consultation with ministry to initiate procurement process and ensure PMU staff follows GOSL/ADB guidelines to implement the procurement plan where applicable
- Support the chairperson of PSC to conduct review meetings as required.
- Ensure submission of monthly/quarterly project performance reports and annual accounts reports to GOSL/ADB
- Perform any other duties and responsibilities as assigned by the Secretary of MOH or Ministerial Project Steering Committee

Project Director should be reported to the Secretary of the MOH.

MOH will be the executing and implementing agency. MOH will implement the project in coordination with the State Ministry of Pharmaceutical Production Supply and Regulation (SMPPSR), and the State Ministry of Primary Health Care Epidemics and COVID-19 Disease Control (SMPHCECDC).

The Project Director will oversee overall project implementation to ensure that the project funds are utilized as planned and project results are achieved within the stipulated project implementation period.