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சுவசிரிபாய
SUWASIRIPAYA

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எனது இல } HPI/OD/A/19/2017
My No: }

ඔබේ අංකය }
உமது இல }
Your No: }

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திகதி } 19.04.2018
Date }

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சுகாதார, போசண மற்றும் சுதேசவெத்திய அமைச்சு
Ministry of Health, Nutrition & Indigenous Medicine

ASIAN DEVELOPMENT BANK FUNDED HEALTH SYSTEM ENHANCEMENT PROJECT

In keeping with Sri Lanka's global commitments, health sector is committed among others, to realize in full measure, achievement of sustainable development goals relevant to the sector and acknowledges the key strategy, universal health coverage (UHC) related to the health goal. The Asian Development Bank has come forward to invest in the health sector in Sri Lanka aimed at developing primary health care facilities in socially, economically and geographically vulnerable areas in provinces North Central, Central, Sabaragamuwa, and Uva along with improving Health Surveillance Capacity in the country. The proposed project has the following three components;

- Component 1 – Primary Health Care strengthening especially in lagging targeted Provinces
- Component 2 – Strengthening of Health and Disease Surveillance Capacity
- Component 3 – Policy development and Project Management Support

Project implementation is scheduled for 5 years from 2018 to 2023.

Applications are invited for the post of Project Secretary of the Health System Enhancement Project on full time basis in the Project Management Unit (PMU) based in Colombo.

Main Duties and Responsibilities

- Receive telephone calls and forward them to concern PMU staff
- Receiving and dispatching all office communication by e-mail, fax, post, etc. with the support of Office Assistant
- Maintain adequate system 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 archive of the office
- Regularly check the incoming & outgoing postal mail on due time
- Maintaining an updated address and phone lists of project counterparts, staff and all Implementing Agency staff working on the project

- Providing secretarial services as required (i.e. write correspondence, phone calls, photocopies, etc.)
- Arranging appointments of the Project Director and other senior staff
- Administrative support for the PMU.
- Follow up logistical arrangement for staff missions and other travel arrangements and maintain the mission log
- Organize travel arrangements and hotel bookings for staff and visitors.
- Any other duties and responsibilities as assigned

Reporting Obligations

The Project Secretary will work under the direction of the Project Director/ Deputy Project Director

Qualifications & Experience

In accordance with the Management Circular No. 01/2016 dated 24th March 2016

1 or 2 below

1. GCE (O/L) examination passed in six (6) subjects with three (3) credit passes including English and Sinhala/Tamil language with a secretarial course from a recognized institution or perusing examinations leading to Chartered Secretary with minimum 04 years' experience in relevant field.

or

2. A chartered Secretary with 03 years' experience in relevant field.

Basic knowledge on MS Office package and operating computers is required.

General Conditions

- Appointment for the post is on full time basis.
- The initial contract period will be for 1 year. Renewal will be done on performance basis until the project is completed.
- The candidate if selected to the post is allowed to resign from the post by giving 1 month prior notice to the Secretary of MOHNIM.
- The Secretary of MOHNIM has the authority to terminate the service of the selected candidate from the post with the concurrence of the ADB without giving any reasons at any time, if the service of the selected candidate is not necessary anymore. 1 month prior notice will be given for the termination of the service.
- Only short listed applicants with required qualifications will be called for an interview.
- Selected candidates should be ready to take up the appointment immediately or as requested by the Secretary of MOHNIM.
- Candidates currently employed in the government sector should send their applications through head of institution/department. Head of institution/départment should indicate that the candidate will be released from the current employment in the event of being selected to the post.
- No officer will be selected if he/she has been subjected to any disciplinary action during his/her career.

Age Limit

Under 50 years by 23rd July 2018

Salary

Level PS 6, in accordance with the Management Circular No. 01/2016 dated 24th March 2016.

Duly completed attached application form together with a detailed curriculum vitae supported by copies of education and professional qualifications, experience and names of 2 non-related referees along with the contact telephone/fax/email address. Application should be send to reach the following address **on or before 23rd July 2018**, in a sealed envelope stating "Application for the post of Project Secretary – Health System Enhancement Project" on the top left of the envelope; or email to project Director, Health System Enhancement Project, anird21@gmail.com.

Deputy Director General Planning

Ministry of Health, Nutrition & Indigenous Medicine

'Suwasiripaya',

No. 385,

Rev. Baddegama Wimalawansa Thero Mawatha,

Colombo 10.

Application Form

ADB Funded Health System Enhancement Project

1. Full name of the applicant (in block letters)

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2. Name with initials of the applicant (in block letters)

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3. Age (as at 30 April 2018)

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

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5. Present place of work

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6. Designation

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7. Contact details

Applicant's office address	
Office phone number	
Office fax number	

Mobile phone number	
Home phone number (Landline)	
Home address	
Email address	

8. Educational Qualifications (Certified copies to be attached with the CV)

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9. Professional Qualifications (Certified copies to be attached with CV)

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10. Work experience

11. Special comments/notes

I agree to travel out of Colombo even during weekends as and when required.

I certify that the above particulars are true and correct.

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Signature of the applicant

.....

Date

Observation and the recommendations of the head of the Institution

I certify that the particulars furnished by the applicant are correct.

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

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Signature of Head of the Institution

(Official frank)

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Date