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சுகாதார, போசனை மற்றும் சுதேச வைத்திய அமைச்சு

Ministry of Healthcare and Indigenous Medical Services

COVID 19 Emergency Response and Health System Preparedness Project

Vacancy Announcement – Contract Basis

COVID 19 Emergency Response and Health System Preparedness Project is a World Bank supported project under the Ministry of Healthcare and Indigenous Medical Services which will be implemented with the objective to prevent, detect and respond to the threat posed by COVID-19 and strengthen national health systems for preparedness in Sri Lanka. The project development result level will be the Emergency Operations Centre for COVID-19 and pandemic responses established, percentage of districts with a tertiary or secondary care hospital with isolation capacity, number of designated laboratories with COVID-19 diagnostic equipment, test kits, and reagents.

The project is expected to be implemented over a period of 3 years and has four components including Component 1- Strengthening Surveillance and Response Systems, Component 2- Strengthening National and Sub-National Institutions for Prevention and Preparedness, Component 3- Strengthening Multi-sectoral, National institutions and Platforms for One Health and Component 4- Implementation Management and Monitoring and Evaluation.

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

Designation	Salary Code	Duties & Responsibilities	Qualifications
01.Project Director – (01) Full Time	PS I	1. Monitor compliance with the Project Operations Manual; 2. Coordinate with all relevant departments to obtain information required to prepare the project implementation plan 3. Guide the Procurement Specialist to prepare and update the procurement plan; 4. Oversee the preparation, updating	(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.

	<p>and coordinating the implementation of the project communication strategy, including facilitating trainings, and change-management activities.;</p> <p>5.Liaise with the relevant institutions and officers to ensure alignment of project activities with EOC management of the COVID-19 emergency response;</p> <p>6.Ensure continuous compliance of the legal covenants in the financing agreement between IDA and GoSL;</p> <p>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;</p> <p>8.Oversee an administer procurement process of hiring individual consultants, consulting firms and project staff and goods procurement;</p> <p>9.Ensure adequate annual budget allocations for project activities;</p> <p>10.Manage the secretariat of the Steering Committee, convene and 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 Covid19 Steering Committee, MoH and WB;</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>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.</p>
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<p>02. Finance Manager – (01) - Full Time</p>	<p>PS III</p>	<p>1. Finance Manager will be the financial focal point for Ministry of Healthcare Indigenous Medical services in relation to COVID 19 Emergency Response and Health System Preparedness Project.</p> <p>2. Management of project finance in coordination with the financial focal point of Ministry of Health, World Bank, Treasury and Other relevant institutes.</p> <p>3. Ensure submission of financial reports to the Ministry of Health, Treasury, Auditor General, World Bank and other relevant Government Departments.</p> <p>4. Ensure maintenance of all accounting record and documentations related to the Project.</p> <p>5. Maintain ledgers and reporting according to national standards.</p> <p>6. Be responsible for all assets acquired through project.</p> <p>7. Accountable for recording all assets.</p> <p>8. Investigate project variance and submit variance reports.</p> <p>9. Confer with receivable staff regarding unpaid contract billings</p> <p>10. Preparation of bank reconciliation statements on time</p> <p>11. Liaise with Auditors, World Bank, Ministry of Healthcare & Indigenous Medical service and Ministry of Finance / the central Bank of Sri Lanka.</p>	<p>(No 1 or 2 or 3 Below)</p> <p>1. A Bachelor's Degree in the relevant field which is recognized by the University grants commission With Minimum 12 years of post-qualifying experience at Managerial Level out of which 06 years should be senior Managerial Level.</p> <p>2. A bachelor's degree which is recognized by the university grants commission. And A postgraduate degree or full membership of a recognized professional institution in the relevant field. With At least post qualifying experience of 10 years in managerial level.</p> <p>3. Class I officers of a government all island service or similar status in the relevant field with at least 09 years' experience in class I post.</p> <p>4. Experience in foreign funded projects would be an added advantage.</p> <p>5. Fluency in written and communicate in English will be considered at the Interview.</p>

		<p>12. Represent the project in relation to finance in all meetings when requested by the authority.</p> <p>13. Be responsible to ensure that all pre requisites for Payment are fulfilled before certifying payments and disbursement.</p> <p>14. Provide financial progress and forecast to the Project Director as and when required.</p> <p>15. Any other activity assigned by the Project Director</p>	
<p>03. Senior Monitoring and Evaluation Specialist (01) – Full Time</p>	PS III	<p>1. Coordinate with all relevant ministries, authorities, divisions and health facilities in Sri Lanka to source data and information for specific M&E needs.</p> <p>2. Undertake regular monitoring visits to project sites, health facilities, including their catchment areas, to obtain first-hand beneficiary feedback and to cross validate data reporting and field observations.</p> <p>3. Provide quarterly M&E reports to PMU as well as to the World Bank.</p> <p>4. Regularly review progress reports to assess monthly, mid-term and interim performance in accordance with the results framework.</p> <p>5. Undertake periodic reviews based on the results framework and recommend appropriate modifications on project activities as appropriate</p> <p>6. Participate and contribute in evaluations and assessment activities.</p> <p>7. Develop and maintain an M&E database for the project.</p> <p>8. Ensuring mentoring and training of project team to foster capacity building on M&E knowledge.</p> <p>9. Serve as focal point for providing M&E inputs on Implementation Progress Reports (IPRs).</p> <p>10. Support technical and supervisory missions commissioned by the World Bank.</p>	<p>(No 1 or 2 or 3 Below)</p> <p>1. A Bachelor's Degree in the relevant field which is recognized by the University grants commission With Minimum 12 years of post-qualifying experience at Managerial Level out of which 06 years should be senior Managerial Level.</p> <p>2. A bachelor's degree which is recognized by the university grants commission. And A postgraduate degree or full membership of a recognized professional institution in the relevant field. With At least post qualifying experience of 10 years in managerial level.</p> <p>3. Class I officers of a government all island service or similar status in the relevant field with at least 09 years' experience in class I post.</p> <p>4. Experience in foreign funded projects would be an added advantage.</p> <p>5. Fluency in written and communicate in English will be considered at the Interview.</p>

		<p>11.Participate and provide necessary inputs for preparation of project meetings, workshops and trainings.</p> <p>12.Support MoH in designing and data retrieval for the assessment of capacities in responding to the threat of COVID-19 and the impact of interventions including social distancing and other public health measures and besides the above responsibilities, the M&E Specialist may be assigned additional tasks that are relevant for effective M&E of the project.</p>	
<p>04.Senior Accounts officer (01) – Full Time</p>	PS V	<p>1.Management of book keeping under the guidance of Finance Manager of the Project.</p> <p>2.Assist the Finance manager to ensure submission of financial reports in time to the Ministry of Health, Treasury, Auditor General, World Bank and other relevant Government Departments.</p> <p>3.Maintain all accounting records and documentations related to the project expenditure.</p> <p>4.Assisting in transferring expenses inward and outward from the project account.</p> <p>5.Review and authenticate invoices and voucher for payments.</p> <p>6.Manage accounts and maintain asset register of the project.</p> <p>7.Confirm with receivables regarding unpaid contract billings.</p> <p>8.Preparation of bank reconciliation statements on time.</p> <p>9.Assist the Finance Manager to liaise with audit officers, World Bank, Ministry of Health and other relevant stake holders.</p> <p>10.Assist the FM to provide appropriate documentations required by Ministry of Health, Auditor General Department Etc. and under the right to information act.</p>	<p>(No 1 or 2 or 3 Below)</p> <p>1.A Bachelor’s Degree in the relevant field which is recognized by the University grants commission. Or Having obtain a certificate of proficiency not below than NVQ 7. And At least 05 years’ experience in the relevant area.</p> <p>2. Certificate not below than NVQ 6 And 10 years’ experience in the relevant field.</p> <p>3.Having obtain a Certificate of proficiency not below than NVQ 5 And 15 years of experience in the relevant field.</p> <p>4.Experience in foreign funded projects would be an added advantage.</p> <p>5. Fluency in written and communicate in English will be considered at the Interview.</p>

		<p>11. Represent financial division in the meetings convened by the Ministry of Health when and where necessary.</p> <p>12. Ensure that all pre requisites are fulfilled before disbursements.</p> <p>13. Ensure that payments are based on government rules and regulation and World Bank requirements, including procurement regulations.</p> <p>14. Provide financial progress, forecast and any relevant financial information to the Project Director and FM as and when required.</p>	
<p>05. Project Secretary – (01)- Full Time</p>	<p>PS VI</p>	<p>1. Being the first point of contacts for visitors the project secretary shall maintain cordial and courteous public relations.</p> <p>2. Project Secretary shall be responsible in organizing all correspondence with regard to the project including management and operational activities, management of the PMU staff.</p> <p>3. Receiving and dispatching all office communication by telephone, e-mail, Fax, post etc. with the support of office Assistant.</p> <p>4. Maintain appropriate systems for receiving filing and dispatching communications.</p> <p>5. Distribute communications to the relevant recipients for action or information. (assures copying and further distribution)</p> <p>6. Maintaining appropriate logs and chronological files of all written communication as well as the general archives of the office.</p> <p>7. Regularly check the incoming & outgoing postal mail in real time.</p> <p>8. Maintain an update contact details of project stakeholders, all staff working in implementing agencies of the project.</p> <p>9. Providing secretarial services as required. (i.e. Write correspondence, phone calls Photocopies, Recording Etc)</p> <p>10. Arranging appointments of the project</p>	<p>(1 or 2 below)</p> <p>1. having passed the G.C.E (O/L) examination in six subjects with three credit passes including English and Sinhala / Tamil language With A secretarial course from a recognized institution or pursuing examination leading to chartered secretary With minimum 5 years of experience in the relevant field.</p> <p>2. A chartered secretary with minimum 04 years' experience in relevant field.</p>

	<p>Director and other senior staff.</p> <p>11.Assisting the PMU staff to carry out all administrative and HR works related to the PMU staff under the supervision of Project Director/Deputy Director ERHSP.</p> <p>12.Arrange regular PMU meetings and maintain minutes.</p> <p>13.Follow up logistical arrangement for staff missions and other travel arrangements and maintaining all schedules.</p> <p>14.Organize Travel arrangements and hotel bookings for staff and visitors.</p> <p>15.Any other duties and responsibilities as assigned by the Project Director ERHSP.</p>	
06.Management Assistant (02) - Full Time	<p>1.Management assistant shall contribute to the overall process and components of the project while coordinating specific activities assigned by the project director with regard to the office management.</p> <p>2.Assist the Project management by performing all activities related establishment and Human resources management.</p> <p>3.Management assistant shall engage in project and office management activities including organizing meeting taking minutes preparing letters and maintain files and records.</p> <p>4.Engage in financial management activities which include preparing vouchers managing inventories and maintenance of financial records of the project management unit.</p> <p>5.Attend to field supervision where necessary</p>	<p>1.Having passed three subjects in GCE (A/L)</p> <p>2.Having passed six subjects with four credit passes in G.C.E (O/L) examination including Sinhala/Tamil, Mathematics.</p> <p>3.Proficiency in MS office package with skills of working excel and Word</p> <p>4.Not less than 03 years' work experience in the field of office administration</p> <p>5.Experience in foreign funded projects would be an added advantage.</p> <p>6. Fluency in written and communicate in English will be considered at the Interview.</p>
07.Office Assistant – (01) - Full Time	<p>1.Managing paper filling system of the Project Management Unit.</p> <p>2.Updating paper work, maintain documents and processing letters</p>	<p>1.Pass six subjects of GCE (O/L) including Mathematic, and Sinhala or Tamil, preferably pass in English</p>

	<p>3. Greeting and aiding with clients and visitors as needed.</p> <p>4. Helping organizing and maintain office common areas.</p> <p>5. Advance preparation for meetings, conferences and events organized by the Project.</p> <p>6. Organizing travel by booking accommodations and reservation needs as required.</p> <p>7. Check stock of office supplies regularly and report items needed.</p> <p>8. Maintaining office equipment as needed.</p> <p>9. Work as an assistant to higher officials of the unit.</p>	<p>2. Not less than 01-year work experience in an office environment</p> <p>3. Experience in foreign funded projects would be an added advantage.</p> <p>4. Basic knowledge in computer and office equipment</p> <p>5. Moderate level fluency in written and spoken use of English Language</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 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 Healthcare and Indigenous Medical Services 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 20th August 2020.

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

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 (srilankacovid@gmail.com) on or before 20th August 2020. Application must be in a sealed envelope with the following statement stated on the top left side of the envelope or title of the email "***Post Applied for***".

Project Director-

COVID 19 Emergency Response and Health System Preparedness Project

3rd Floor, No 191, 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

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.

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Signature of Head of the institution

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Date