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சுகாதார, போசணை மற்றும் சாதேச வைத்திய அமைச்சு

Ministry of Healthcare and Indigenous Medical Services

COVID 19 Emergency Response and Health System Preparedness Project

Vacancy Announcement – On Secondment basis Acting/Full Time basis on the need of the government

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
Deputy Project Director – (01) – Acting Base	PS II	1. Assist the project Director to ensure technical and operational coordination between various implementing units within the MOH 2. Facilitate the regular timely submission of project related reports/ documents to DPMM and other institution as required.	(1 Or 2 below) 1. A bachelor's degree which is recognized by the UGC With At least 13 years' post qualifying experience at a managerial level out of which 6 years should be in the senior Managerial Level

		<p>3.Facilitate organizing steering and review committees</p> <p>4.Provide technical inputs to stakeholders in achieving set targets in result areas.</p> <p>5.Assist the project director to scrutinize innovation and research proposals before submission for review.</p> <p>6.Support the project director for reviewing of implementation issues and intaking necessary action to mitigate them in consultation with relevant agencies/units.</p> <p>7.Provide necessary guidance and technical advice to PMU and project staff.</p> <p>8.Should cover up duties of the Project Director when assigned</p> <p>9.Support project director in procurement process : technical evaluation documentation bidding process specifications , bid evaluation report etc for procurement activities under the project.</p> <p>10.Should assigned to any other duties as and when assigned.</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 11 years post qualifying experience in managerial Level.</p> <p>3. Class I officer of the Government All island service or Similar status in the relevant field With At least 10 years' experience in the Class I post.</p>
<p>Procurement Specialist – (01) – Acting Base</p>	<p>PS III</p>	<p>1.In charge for all project related procurements, including quotations, analysis and approvals for purchases / imports etc.</p> <p>2.Execution of procurement of pharmaceutical, medical equipment, Health Products, other health related supplies - civil works, Non-health Equipment, Goods and consultancy services in compliance with the</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</p>

	<p>National Procurement Agency (NPA) procurement guidelines, financial regulations of the Government of Sri Lanka and in line with World Bank Procurement guideline</p> <p>3. quality Assurance policies and guidelines, and Ministry of Finance regulations on Procurement.</p> <p>4. Shall be involved in and facilitate among various stakeholders' diverse range of PSM stages, including: planning, products selection, forecasting/quantification, procurement, clearance, storage and distribution, etc.</p> <p>5. Preparing necessary documentation for procurement e.g. bid documents to invite bids under International Competitive Bidding, National Competitive Bidding and National Shopping Procedures</p> <p>6. Preparation of bidding documents in accordance with different bidding methods.</p> <p>7. Provide expert guidance and support to the Technical Evaluation Committees (TEC) in the process of technical evaluation of bidding documents and preparation of TEC reports in compliance with the NPA guidelines.</p> <p>8. Support the Project Procurement Committee (PPC) with regard to the award of contracts and other issues related to procurement and ensure minutes of meetings and documentation are available</p> <p>9. Monitor the procurement activities of the PPC and Ministry Procurement Committee for compliance</p>	<p>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>
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General Conditions

- The appointment for the posts will be on Acting 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

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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