



සෞඛ්‍ය සහ දේශීය වෛද්‍ය සේවා අමාත්‍යාංශය
சுகாதார, போசணை மற்றும் சுதேச வைத்திய அமைச்சு

Ministry of Healthcare and Indigenous Medical Services

COVID 19 Emergency Response and Health System Preparedness Project

Vacancy Announcement – On Secondment Basis – Release on full time basis on the need of 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 working as public officers 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
Project Officer – (01)	PS VI	1. Assisting in conducting project preparatory activities during the preparatory phase of the project 2. Coordinate implementation of the project activities with relevant officers and institution. 3. Be responsible for managing necessary information related to project and updating the information system.	(1 or 2 or 3 below) 1.A bachelor's degree which is recognized by the UGC Or Having obtain a certificate of proficiency not below than NVQ 7 And At least 3 years' experience in the

		<p>4. Assisting the DPD of the project in organizing project steering committee meeting / Project review committee and other relevant meetings.</p> <p>5. Any other duties / responsibilities assigned by the Project Director</p>	<p>required area of specialization.</p> <p>2. Having obtain a certificate of proficiency not below than NVQ 6 And At least 8 years' experience in the required area of specialization.</p> <p>3. Having obtained a certificate of proficiency not below than the NVQ 5 And At least 13 years' experience in the required area of specialization.</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>
Procurement Officer – (01)	PS VI	<p>1. Assisting the procurement specialist for developing procurement plan for the project.</p> <p>2. Arranging the pre bid meeting/TEC, PC meeting etc, in consulting with procurement specialist.</p> <p>3. Estimating and establishing cost parameters and budget for purchases.</p> <p>4. Maintain accurate records of purchasing and pricing</p> <p>5. Create and maintain rational relationship with suppliers.</p> <p>6. Making professional decision in a fast- paced environment.</p> <p>7. Maintenance of important and essential data related to procurement procedures.</p> <p>8. Reviewing and analyzing all information with regard to bidders/suppliers' prices and other related information.</p> <p>9. Assisting technical evaluation committees for preparation of reports & procurement committee</p>	<p>All Qualifications mentioned above With Diploma in Public procurement and contract Administration conducted by MILODA / SLIDA or Any other similar qualification</p>

		<p>for negotiations, preparation of reports.</p> <p>10.Ensuring that the products and supplies acquired are of agreed quality and endorsing conformity.</p> <p>11.Maintain and updating list of suppliers and their qualifications delivery items and potential future developments</p> <p>12.Working with team members and procurement specialist to complete duties as needed.</p> <p>13.Any other duties / responsibilities assigned by the Project Director,</p>	
--	--	--	--

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 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.

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

Application with detailed Curriculum Vitae supported by copies of education, experience and other qualifications 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) or by hand on or before 20th of August 2020. All applications must be endorsed by the Head of the institution/Head of the Department/Secretary to the Ministry to the effect that officer if selected will be released immediately. Application must be in a sealed envelope with the following stated, on the top left side of the envelope or title of the email **"Post of"**.

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)

.....

.....

8. Work experience

.....
.....
.....

9. Special Comments

.....
.....

I agree to travel out of Colombo even during weekends as and when required. I certify that the above particulars are correct.

.....

Signature of applicant

.....

Date

Observation and Recommendation

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.

.....

Signature of Head of the institution

.....

Date

I understand that this officer's engagement in this project is urgent. If selected this officer can be released immediately.

.....

Head of the Department/ Secretary to the Ministry

.....

Date