



## MINISTRY OF HEALTH

### NATIONAL HEALTH DEVELOPMENT FUND

## V A C A N C I E S



The National Health development Fund is an entity setup by Parliament and is managed by a Board of Trustees. The Fund amongst other things provides finance to identified activities in the Health Sector as determined by the Board of Trustees.

Applications are hereby invited from Qualified Citizens of Sri Lanka for the following posts, lying vacant in the National Health Development Fund.

These Posts are permanent and entitlement to the Employees' Provident Fund (EPF) and Employees' Trust Fund (ETF)

#### **01. Post of Registrar/Accountant – (01 Post)**

##### **Job Description**

Performance function under the guidance and direction of the Board of Trustees of the fund, the Prudent Management and Investment of Finance and as Secretary of the Fund, which entails arranging meeting of the Board of Trustees recording of decision and ensuring follow up activities.

##### **Educational Qualifications and Experience**

##### **External Candidates (1 or 2 below)**

1. A degree in the field of Management, Accountancy or Commerce which is recognized by the University Grant Commission  
And  
A Minimum of one Year Post Qualifying experience in the relevant field to the post, after obtaining first degree.
2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area relevant to the post and a minimum of one year post qualifying experience in the relevant field to the post.

##### **Internal Candidates**

Having obtained the Qualifications required by the external candidates above.

**Age :** Should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the Internal Candidates.

## **Salary Scale related to the Post**

MM 1-1-2016 [Rs. 53,175-10x1,375-15x1,910-95,575] with effect from 01.01.2016

A basic Salary of Rs. 53,175/- and Cost of Living Allowance of Rs. 7,800/- will be paid as per the Management Circular No. 02/2016

## **Method of Recruitment**

By a written competitive examination and / or by structural interview from shortlisted candidates subject for the written test.

Subject to written test

**(a) Language Proficiency**

**(b) Aptitude Test**

**(a) Language Proficiency**

This paper will consist of Questions to test the candidates' ability of expression, Comprehension Spelling and Knowledge in the application of simple rules of grammar.

**(b) Aptitude Test**

This paper will be designed to test the aptitude and ability of the candidate to perform his/her official duties.

## **02. Post of Management Assistant (Non Technological) – (01Post)**

### **Job Description:**

Performance of functions/ activities of the National Health Development Fund under the supervision and guidance of the authorized officer and to facilitate/ support/supplement the discharging of duties of the Managerial grades of the Organization.

### **Salary Scale Relevant to the Post**

MA 1-1-2016 Rs [27,910-10x300-7x350-4x495-20x660-48,540]

### **Qualifications**

**External Candidates**

**Educational**

- (a) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including
- i. Sinhala/ Tamil
  - ii. English Language
  - iii. Mathematics

- (b) Having passed three subjects (other than the General paper) at the G.C.E. (A/L) examination.

**Age:** Age should be not less than 18 years and not more than 45 years.

### **Method of Recruitment**

By a written competitive examination and / or a structured interview from the shortlisted candidates who are selected as most suitable among those who have fulfilled the necessary qualifications relevant to the post.

Subjects for the written competitive test

- (a) Language Proficiency**
- (b) Aptitude Test/General Knowledge**
- (c) Computer Test**

#### **(a) Language Proficiency:**

This paper will consist of questions to test the candidate's ability of expression, comprehension, spelling and knowledge in the application of simple rules of grammar.

#### **(b) Aptitude Test and General Knowledge**

This paper will be designed to test the aptitude and ability of the candidate to perform his/her official duties and his/her general knowledge on current affairs.

#### **(c) Computer Test**

This test is to assess the following abilities of the candidate;

- Basic concepts of Information Technology,
- Windows Operating System and
- File Management

### **General Conditions**

- I All applicants should be Sri Lankan Citizens.
- II Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- III Should be of excellent moral character.
- IV Selected external applicants will be recruited subject to a 03 year probation period and internal applicants made permanent will be recruited subject to an acting period of one year.
- V All external applicants selected will be placed on the starting salary point of the relevant salary scale.

## Method of Application

Applicants from Government Departments, State Corporations, and Statutory Board should submit their application with the institute Head's recommendations.

Applications should be prepared and filled as per the application format given below, only and copies of certificates to prove all your educational and professional/ Vocational Qualifications should be forwarded to the Secretary, Ministry of Health, "Suwasiripaya" No. 385, Baddegama Wimalawansa Thero Mawatha, Colombo 10. On or before 1<sup>st</sup> December 2020

The Cover containing the application should be marked the Post applied for the left side top cover.

Secretary,  
Ministry of Health,  
"Suwasiripaya"  
No. 385, Baddegama Wimalawansa Thero Mawatha,  
Colombo 10.

## NATIONAL HEALTH DEVELOPMENT FUND

### Application for the Post of .....

1. Name in Full : .....
2. Name with Initials : .....
3. Address : .....
4. Resident District : .....
5. Date of Birth : .....
6. Age : ..... Year : ..... Month : ..... Days : .....
7. Sex : .....
8. National Identity Card (NIC) No : .....
9. Medium sitting for the Examination : .....
10. Telephone No : Fixed : ..... Mobile : .....  
E-mail address : .....
11. Educational Qualifications : .....
12. Professional / Vocational Qualifications : .....
13. Experience : .....
14. Name, Telephone Nos. and Addresses of two (02) non-related referees: .....

I hereby declare that all the particulars given by me above, are true, accurate and correct, as to my knowledge and belief.

Date : .....

.....  
Signature of the Applicant