

## VACANCY FOR MANAGEMENT ASSISTANT FOR PROJECT COORDINATION

In order to get the maximum benefit out of the investments and strengthen the smooth implementation of the projects funding through the World Bank for health sector, the **Project Director, PSSP** call **Expression of Interest** for the above vacancy from suitable candidates.

**Type of the job:** Constancy for project assistance at DGHS on fulltime basis

### **Duties & Responsibilities**

- Coordinate with Ministry of Health Officials in conducting review committees, steering committees, technical committees and etc
- Facilitate the office of the Director General of Health Services to produce necessary directions and guidelines to project stakeholders in implementing the project components
- Ensure the concurrences from the DGHS and other relevant directorates for project activities
- Follow-up file movements through the DGHS and within the Ministry of Health
- Regular updates to the DGHS and other relevant officers of the MOH on project activities
- Record keeping at the office of the DGHS with regard to the activities of PSSP, ERHSP and PEF
- Facilitate the officials from the PMU and doner agency to communicate with the DGHS when and where necessary
- Any other job assigned by the DGHS, relevant officials of the MOH and Project Director with regard to the PSSP, ERHSP and PEF

### **Qualifications:**

- Officer with more than 10 years working experience as a Management Assistant in a government entity
- More than 5 years' experience in doner funding projects
- Language proficiency in English
- Experience at the Health Sector would be an advantage

**Payment procedures:** Monthly allowance will be paid in accordance with Public Administration Circular 03/2016 dated 25.02.2016 under the MN 2 Salary Category

**Period of the appointment:** Initially for a period of 6 months may be extended on the recommendation of the DGHS

**Age Limit :** Applicant age should be less than 65 years as at 15.03.2021

**General condition:**

Application will be reviewed by the Project Consultancy Procurement Committee for selection. Selected applicants should be able to take up the appointment immediately.

Application with detailed curriculum vitae, along with the copies of relevant certificates and documents in order to prove the qualification and experience should be sent to reach the following address on or before **23rd March 2021**.

Address: (to reach the application) **Project Director- PSSP, Project Management Unit, J R Jayawardhana Center, 3<sup>rd</sup> Floor, Colombo 07. Or [psspmoh.lk@gmail.com](mailto:psspmoh.lk@gmail.com)**

Application must be in a sealed envelope along with the contact telephone/email address and with "**Post of Management Assistant for project coordination**" stated on top left side of envelop.