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சுகாதார அமைச்சு

## Ministry of Health

### Primary Health Care System Strengthening Project

#### Vacancy Announcement for Internal Auditor -01 Position- (PS-4) - Contract Basis

**Primary Health Care System Strengthening Project** is a World Bank supported project under the Ministry of Health which will be implemented with the objective of improving the delivery of primary health care services, to address the changing health needs of the population of Sri Lanka. The project results will contribute to the achievement of SDG 3 "ensure healthy lives and promote wellbeing for all at all ages" and the World Bank institutional priority of achieving universal health coverage. The Project is expected to be implemented over a period of 5 years and has three components include **Component 1-** PHC Restructuring Strategy Implementation, **Component 2-** Project Implementation Support and Innovation Grants and **Component 3-** Contingent Emergency Response Component.

Applications are being called for the post of **Internal Auditor** of the Primary Health Care System Strengthening Project. This position will be based in the Project Management Unit in Colombo. The selected officer may be requested to travel outside as and when required. The selected officer must be ready to work longer as and when required. Also, he/ she will be required to work during weekend if the need arises.

#### Duties and Responsibilities

- Perform the full audit cycle including risk and control over operations effectiveness, financial reliability and compliance with all applicable directives and regulations given by the government of Sri Lanka and the world bank
- Determine internal audit scope and develop audit plans
- Analyze evaluate and verify accounting and procurement document, documentation, progress report, data, flow charts etc
- Prepare appropriate answers to audit queries and submit to project director
- Provide independent advice to ensure validity. Legality and transparency.
- Identify loopholes and recommend risk aversion measures and cost savings
- Maintaining open continuous communication with the superintendent of government audit
- Conduct follow up audits to monitor corrective interventions.
- Engage to continuous knowledge development of project staff regarding rules regulations, best practice tools, techniques, standard and arrange regular audit meetings.
- Participate at audit management committee meetings.
- Any other responsibilities given by the project director.

## Qualifications

1. A Bachelor's Degree in the relevant field (Management/commerce, Accountancy) which is recognized by the University grants commission Or A qualification recognized by the university grants commission as an equivalent to the degree in the relevant field or an associate membership/A similar professional qualification obtained from a recognized professional institution in the relevant field **with** at least 08 years post qualifying experience in the relevant field.

Or

2. An officer of the government all island services class III/II or above or similar status in the relevant field **with** at least 08 years' experience in class III/II post.
3. Applicants who have more than 10 years' experience currently in the government service (Audit/Accountancy or Finance Management) would be given preference.
4. Experience in foreign funded projects would be an added advantage.

## 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 Health 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 05<sup>th</sup> July 2021.

**Salary:** According to the Management Service Circular No. 01/2019 (Under PS-4 Category).

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/by hand or email (vacanciespssp@gmail.com) on or before 05<sup>th</sup> July 2021. Application must be in a sealed envelope with the following stated, on the top left side of the envelope or title of the email "**Application for the Post of Internal Auditor – Primary Health Care System Strengthening Project**".

**Project Director-**  
**Primary Health Care System Strengthening Project**  
**3<sup>rd</sup> 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)*

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5. Post Applied for

6. Contact Details of the 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

**Observation and Recommendation of the Head of Institution / Decentralized Unit / Specialized Campaign.**

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.

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Signature of Head of the institution

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Date