



Ministry of Health

Primary Health Care System Strengthening Project

Vacancy Announcement – Part Time

1. Management Assistants (02 Positions)
2. Office Assistant (01 Position)
3. Driver (01 Position)

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 from the suitable candidates for above-mentioned positions **from the State Ministry of Provincial Councils and Local Government on a part-time basis.** These positions will be based in the Project Management Unit in Colombo. But the selected officers may be requested to travel outside as and when required Also, the selected officer must be ready to work beyond office hours as and when required. Also, he/ she will be required to work during week end if the need arises.

1. Management Assistants (02 Positions)

Qualifications

- Management Assistant duly appointed in the State Ministry of Provincial Councils and Local Government

And

At least 3 years' experience in the below mentioned duties and responsibilities

- Proficiency in MS office package with skills of working in excel and Word applications.
- Experience in foreign funded projects would be an added advantage.
- Fluency in written and communicative English will be considered at the Interview.

Duties and Responsibilities

- Obtain an approval for provincial action plans of PSSP and make the amendments of them on a timely basis.
- Preparation of progress reports to submit to the DPMM, president office, and other relevant agencies.
- Gather all necessary data/information from provinces & other related sources in order to prepare various reports.
- Obtain imprest requests from all the provinces coordinating with them in order to release imprest and related affairs.
- Obtain monthly, mid-year, and annual financial progress from the provinces.
- Prepare answers for the audit queries having obtained relevant answers from the provinces.
- Maintaining double-entry book-keeping records on the Ministry allocations.
- Obtain provincial final accounts in order to prepare final accounting statements and prepare the final account amalgamating them.
- Handle all administration work of the PSSP project under the State Ministry of Provincial Councils & Local Government (SMPCLG). (Maintaining details of attendance and submit them to the PMU., Submission of mid & annual performance reports of the project staff (SMPCLG)., Preparation of documents for the time extension of the project staff (SMPCLG))
- Make all arrangement to organize the project related meetings/ workshops.
- Preparation of vouchers/ documents for obtaining advances for the project related work and settling of them.
- Carry out any other duties relevant to his/her post as an when required by the Additional Secretary (Projects Monitoring), Project Director, Deputy Project Director, Project Accountant

2. Office Assistant (01 Position)

Qualifications

- Office Assistant duly appointed in the State Ministry of Provincial Councils and Local Government

And

At least 3 years' experience in the below mentioned duties and responsibilities

- Experience in foreign funded projects would be an added advantage.
- Basic knowledge in computer and office equipment
- Moderate level fluency in written and spoken use of English Language

Duties and Responsibilities

- Assisting for submission of files/ documents/ reports/ letters to the relevant officials/ institutes.
- To make photocopies of the project related documents.
- Sending faxes to relevant authorities.
- Facilitating all meetings conducted by the project.
- Carry out any other duties relevant to his/her post as an when required by the Additional Secretary (Projects Monitoring), Project Director, Deputy Project Director, Project Accountant.

3. Driver (01 Position)

Qualifications

- Driver duly appointed in the State Ministry of Provincial Councils and Local Government

And

At least 5 years' experience in the below mentioned duties and responsibilities

- Shall possess a driving license issued by the Commissioner-General of Motor Traffic (Categories of vehicles C and C1) and five years of service experience as at the date of recruitment.
- Good adherence to highway code and related rules and regulations.

Duties and Responsibilities

1. To support the officers of the PSSP to engage in field visits by transporting them to relevant places.
2. To support the officers of the PSSP to participate meetings, workshops etc. in Colombo suburbs by transporting them.
3. Carry out any other duties relevant to his/her post as an when required by the Additional Secretary (Projects Monitoring), Project Director, Deputy Project Director, Project Accountant.

General Conditions

- The appointment for the posts is on part 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 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.

Salary: According to the Public Administration Circular No. 03/2016

Application with detailed Curriculum Vitae supported by documents for experience and other qualifications with endorsement by the Head of Unit/Institution should be sent to reach the following postal address through registered post, email (pssp-moh.lk@gmail.com) or by hand on or before 4th March 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.....*—

Project Director-

Primary Health Care System Strengthening Project

3rd Floor, No 191, J.R. Jayawardhana Centre

Colombo 7

Application form

1. Full name of the applicant

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2. Name with Initials of the applicant

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3. Designation of the applicant

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4. National Identity card Number of the applicant *(Please attach a certified copy of the NIC)*

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5. Post Applied for

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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