



**NATIONAL STD/AIDS CONTROL PROGRAMME
MINISTRY OF HEALTH**



INVITES TO JOIN WITH US FOR CAPABLE VOLUNTEERS

National STD/AIDS Control Programme under Ministry of Health is the core Programme which contributes to End AIDS from Sri Lanka in 2025. Now there is a valuable opportunity to you to join with us and be a part of this achievement.

National STD/AIDS Control Programme has been awarded the certificate by WHO for **“ELIMINATING MOTHER TO CHILD TRANSMISSION OF HIV AND SYPHILIS FROM SRI LANKA”** IN 2019.

Therefore, NSACP seeks support from 02 Capable Volunteers to get their support for the annual validation audits in 2021.

Applications are called from qualified and experienced volunteers for the post of **“Management Assistant”** at the National STD/AIDS Control Programme. The position will be based at the National STD/AIDS Control Programme at No 29, De Saram Place, Colombo 10.

The experience gained will qualify you to reach higher levels in your next employment opportunity. At the end of the training period, you will receive a valuable certificate indicating your contribution in the journey to end AIDS in Sri Lanka.

**MANAGEMENT ASSISTANT (Volunteer) - 02 Positions
(For 06 Months Period)**

Main duties and Responsibilities:

You are expected to assist the unit coordinator in the following activities:

1. Proposal Writing
2. Budget Estimation and Preparation
3. Support Planning and conduct of training and review Programs
4. Report writing


Dr. R. HETTIARACHCHI
(Consultant Community Physician)
Director
National STD/AIDS Control Programme,
No: 29, De Saram Place,
Colombo 10

Required Qualifications, Experience:

1. Should have passed the General Certificate of Education (Ordinary Level) examination in six (06) subjects at one sitting with credit passes in Sinhala and English Language, Mathematics and two other subjects and a pass in all subjects at the General Certificate of Education (Advance Level) (Preferred Science Subjects).
2. Higher education qualifications with Diploma or degree. (additional qualification)
3. Experience in the use of computers and office software packages.
4. A good command of the English and Sinhala or Tamil, written and oral is necessary.
5. Preference will be given to those who have prior working experience in a similar capacity.

General Conditions:

1. The duty station will be Colombo.
2. Age should be below 35 years as at 31.12.2020.
3. Only shortlisted applicants will be called for an interview for selection.
4. Selected applicant should be able to take up the assignment within reasonable time period preferably within one month.

All applications should be sent along with the **CV and copies of relevant certificates and documents** in order to prove the qualification and experience.

State “**Application for Post of Management Assistant (Volunteer) - NSACP**” on top of the left side of the envelope to reach the address below within 14 days of this advertisement. (**Closing Date: 05.02.2021**)

The Director,
National STD/AIDS Control Programme,
No. 29, De Saram Place, Colombo 10.

Email: hrasanjalee@yahoo.com / chathurangarathnawardhana@gmail.com

| Tel No: 011 2667163 | 077 4540990



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