

VACANCY

Responsive COVID-19 Vaccines for Recovery (RECOVER) Project

Ministry of Health

Extension of deadline for applications

This is with reference to the paper advertisement calling applications for the following posts under the above-named project which was published on 29.08.2021.

Deadline for closing the applications for the following posts advertised, is hereby extended till 02.12.2021. Those applicants who could not send their applications by post due to COVID-19 restrictions are advised to send in their applications together with CV and certified copies of relevant documents by post to reach on or before 02.12.2021 to the address given below. Late applications will be rejected.

Applications shall be sent on registered post to,

Additional Secretary (Development)

Ministry of Health

“Suwasiripaya”

No.385, Baddegama Wimalawanse Thero Mawatha

Colombo 10

Post and Positions	Location	Qualification	Salary scale
ICT Officer-3	Project Management Unit, Epidemiology Unit and MSD	A Bachelor’s Degree in the relevant field which is recognized by the University Grants Commission or having obtained a certificate of proficiency not below than the NVQ level 7, issued by a technical/ Vocational training institute accepted by tertiary and vocational education Commission for a post relevant to a technical field and at least 5 years’ experience in the required area of specification. Having Obtained a certificate of proficiency not below than the NVQ level 6, Issued by technical/Vocational training institute accepted by tertiary and vocational education Commission for post related to a technical field and at least 10 years’ experience in the required area of specification.	Category PS 5, in accordance with the Management Circular No. 01/2019 dated 15.03.209

		Having Obtained a certificate of proficiency not below than the NVQ level 5, Issued by technical/Vocational training institute accepted by tertiary and vocational education Commission for post related to a technical field and at least 15 years' experience in the required area of specification.	
Procurement Officer-1	Project Management Unit	<p>A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission or having obtained a certificate of a proficiency not below than the NVQ level 7, issued by a technical/ Vocational training institute accepted by tertiary and vocational education Commission for a post relevant to a technical field and at least 4 years' experience in the required area of specification.</p> <p>Having obtained a certificate of proficiency not below than the NVQ level 6, Issued by technical/Vocational training institute accepted by tertiary and vocational education Commission for post related to a technical field and at least 9 years' experience in the required area of specification.</p> <p>Having Obtained a certificate of proficiency not below than the NVQ level 5, Issued by technical/Vocational training institute accepted by tertiary and vocational education Commission for post related to a technical field and at least 14 years' experience in the required area of specification.</p>	Category PS 6, in accordance with the Management Circular No. 01/2019 dated 15.03.2019
Project Secretary-1	Project Management Unit	<p>Passed GCE O/L examination with 6 subjects (Credits (C) with three (3) credits passes including English and Sinhala/Tamil Language with a secretarial course from a recognized institution or appearing in chartered secretary examination leading to with minimum 4 years' experience in relevant field.</p> <p>Or</p> <p>A Chartered secretary with 3 years' experience in relevant field.</p> <p>Basic Knowledge on MS Office Package and Operating Computers.</p>	Category PS 6, in accordance with the Management Circular No. 01/2019 dated 15.03.2019

		Good knowledge in written and spoken English.	
Finance Officer-1	Project Management Unit	<p>A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission or having obtained a certificate of a proficiency not below than the NVQ level 7, issued by a technical/ Vocational training institute accepted by tertiary and vocational education Commission for a post relevant to a technical field and at least 4 years' experience in the required area of specification.</p> <p>Having Obtained a certificate of proficiency not below than the NVQ level 6, Issued by technical/Vocational training institute accepted by tertiary and vocational education Commission for post related to a technical field and at least 9 years' experience in the required area of specification.</p> <p>Having Obtained a certificate of proficiency not below than the NVQ level 5, Issued by technical/Vocational training institute accepted by tertiary and vocational education Commission for post related to a technical field and at least 14 years' experience in the required area of specification.</p>	Category PS 6, in accordance with the Management Circular No. 01/2019 dated 15.03.2019
Monitoring and Evaluation Officer-1	Project Management Unit and Epidemiology Unit	<p>A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission or having obtained a certificate of a proficiency not below than the NVQ level 7, issued by a technical/ Vocational training institute accepted by tertiary and vocational education Commission for a post relevant to a technical field and at least 4 years' experience in the required area of specification.</p> <p>Having Obtained a certificate of proficiency not below than the NVQ level 6, Issued by technical/Vocational training institute accepted by tertiary and vocational education Commission for post related to a technical field and at least 9</p>	Category PS 6, in accordance with the Management Circular No. 01/2019 dated 15.03.2019

		<p>years' experience in the required area of specification.</p> <p>Having Obtained a certificate of proficiency not below than the NVQ level 5, Issued by technical/Vocational training institute accepted by tertiary and vocational education Commission for post related to a technical field and at least 14 years' experience in the required area of specification.</p>	
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Age Limit

Under 64 years on 05.09.2021

Duties and responsibilities

Duties and responsibilities - Finance officer

- Assists in preparation of cash forecast
- Assists in detailed variance analysis
- Assists in compliance with Government regulations
- Assists in the preparation of final financial accounts
- Supports the Project Accountant with all financial monitoring systems
- Assists in budget monitoring and preparation of monthly expenditure and allocation report.
- Ensures accuracy of all financial documents and data entry
- Monitor advance payment settlements
- Ensure the timely disbursement of funds for project implementation
- Closely collaborate with Ministry of Health/State Ministries/other relevant institutions on the smooth function of financial activities and support with financial reporting
- Responsible for vigilant checking of all payment vouchers, Journals, bank reconciliations, fixed asset register and supporting documentation
- Assists in providing financial information required by all stakeholders
- Assists in providing necessary schedules and documents for reprogramming activities.
- Any other tasks related to finance designated by the Project Director which may arise out of the course of business.

Duties and responsibilities - ICT officer

- Assist in preparation of documents in Procurements related to IT and consultancies.
- Assist in evaluating bid offers on IT related procurements on the request of the Project director.
- Assist in developing web-based information systems developed under the project.

- Monitor the progress of the information system development activities of the project.
- Liaise with the software/system developers and relevant focal points and ensure project objectives with regards to the information system development are timely achieved and any delays and deviations be promptly notified to the project director.
- Attend to IT issues in the Project management unit (PMU)
- Support and assist members of the PMU in IT related issues
- Support ICT equipment maintenance by performing diagnosis of faults and rectifying them where appropriate.
- Maintain up-to-date documentation of software applications.
- Install and configure computer hardware operating systems and applications at PMU on the request of the Project Director.
- Create, monitor and maintain software systems at PMU.
- Troubleshoot system and network problems, diagnosing and solving hardware or software faults
- Any other IT related duties assigned by the Project Director.

Duties and responsibilities – Monitoring and Evaluation officer

- Develop required monitoring system and formats for regular monitoring of project activities at different levels in line with the DMF and the M&E plan
- Support the IT Office in setting up program monitoring systems for activities and results and ensure the accuracy of data
- Monitoring and Evaluation of progress and performance against planned work against DMF.
- Plan for and manage periodic evaluation activities for the project
- Provide technical advice on performance indicators and ensure that realistic mid-term and end-term project targets are defined; provide timely and required information for periodic review reports for the ministerial steering committee and other stakeholders.
- Visit project areas for field monitoring of activities and suggest required action
- Work closely with the MOH across the project area to ensure that relevant data for measuring project performance is collected (based on project indicators)
- Arrange dissemination of information obtained from reviews, monitoring and evaluation and other publications of relevant organizations.
- Build capacity within the project for M&E function
- Perform any other duties and responsibilities as assigned by the Project Director/Deputy Project Director

Duties and responsibilities – Management Assistant

- MA is responsible for maintaining the general administration of the project management unit (PMU) such as office rent, vehicle management, security, janitorial services housekeeping etc. through the relevant staff and agents.

- Responsible for keeping all inventories and regularly checking them
- Responsible for maintaining all equipment including fixtures.
- Maintaining appropriate logs and relevant files of the PMU.
- Maintain skeleton personal files.
- Maintenance of the building and all equipment.
- Maintain staff attendance records and provide same to appropriate authorities.
- Maintaining cleanliness and order in the PMU
- Timely preparation of vouchers for utility bills and forward them to finance unit for payments.
- Administrative support for the PMU office and staff including janitorial and security services
- Maintain close coordination with relevant stakeholders
- Timely submission of periodical reports prepared by the relevant staff of the PMU and assist in preparation of the same.

Duties and responsibilities – Procurement officer

- Support the project Director and the Procurement specialist/Accountant at PMU in all procurement and contract management matters
- Strengthen capacity of PMU staff in all procurement and contract management matters ensuring that they have a sound understanding of the ADB system and good practices
- Prepare bid documents for goods, civil works, and services and ensure implementation of the procurement process in accordance with ADB guidelines.
- Ensure the procurement performance monitoring system is integrated into PMU monitoring system.
- Ensure that procurement procedures are in line with systems/procedures stipulated in ADB and government guidelines and further instructions by the Project Director.
- Monitor and report to the Project Director of the compliance with required procurement and contract management systems including any improvements to them.
- Assist the Ministry, PMU and Procurement specialist/Accountant in preparation of bid documents and review bid documents for correctness and compliance with applicable requirements which include documentation required for ADB “no objection letter policy”
- Provide necessary support in developing procurement strategies for packaging works for sub projects.
- Ensure periodic review of the entire procurement process and contract management and any noncompliance/inconsistencies with regards to any of the processes/procedures are timely brought to the attention of the project director and corrective actions taken as per the instructions of the Project Director.
- Prepare reports for tender evaluation committee.
- Carry out any other procurement and contract management related activities assigned by the project Director.

Duties and responsibilities – Project Secretary

- Maintain cordial relationship with all stakeholders including visitors and receive telephone calls and forward them to concern PMU officers/staff
- Receiving and dispatching all office communication by e-mail, fax, post, etc. with the support of Office Assistant
- Maintain adequate system for receiving filing and dispatching communications. Distribute these communications to the relevant recipients for action or information on a timely manner (assures copying and further distribution)
- Maintaining appropriate logs and chronological files of all written communication as well as the general archive of the office
- Regularly check the incoming & outgoing postal mail/hand delivery/courier on due time and maintain relevant registers
- Maintaining an updated contact lists (name, designation, telephone, mobile, email, fax, etc.) of project staff and stakeholders of the project
- Providing secretarial services (i.e. write correspondence, phone calls, photocopies, etc.) as required by the Project Director and senior staff (P2/P3/P4/P5 level Officers)
- Arranging appointments of the Project Director and other senior staff (P2/P3/P4/P5 level Officers)
- Administrative support for the PMU office and staff including janitorial and security services
- Follow up logistical arrangement for staff missions and other travel arrangements and maintain the mission log
- Organize travel arrangements and hotel bookings for staff and visitors
- Maintain close coordination with relevant stakeholders
- Timely submission of periodical reports prepared by the relevant staff of the PMU and assist in preparation of the same
- Assist to organize meetings, keeping minutes of the meeting and share it with relevant Staff and stakeholders

Application

Responsive COVID19 Vaccines for Recovery (RECOVER) Project

Application for the post of

Section I

01. Full name of the applicant (in block letters)

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02. Name with initials of the applicant (in block letters)

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03. Date of Birth

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04. Age..... 05. Sex 06. Marital Status.....

07. National Identity card number/ Passport Number of the applicant

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08. Applicant's Address (Mail Address)

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09. Telephone Number

a) Residence:

b) Mobile:

10. E-mail Address

11. Academic Qualifications*

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12. Professional Qualifications*

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13. Membership of Professional Bodies*

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14. Professional Experience (in chronological order)*

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15. If you are currently employed

- a) Present place of work
- b) Designation
- c) Office Address

16. Special Comments/notes

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17. Two Non-Related Referees (Name, Designation, Contact details)

I.

II.

I certify that the particulars furnished by me are correct and true. If any information found incorrect before/ after the interview my application / appointment will be rejected.

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Signature of the Applicant

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Date

- This application should accompany following documents
 - a) Curriculum vita with photograph
 - b) Certified Copies of
 - a. NIC/ Passport
 - b. Academic Qualifications
 - c. Membership in Professional Bodies

Section II

- To be filed by Head of the Institution of currently employed applicants;

1. Name of the Applicant
2. NIC Number
3. Name of the Institution
4. Designation of the Applicant-
5. Service Period
6. Recommendations

The candidate can be released with immediate effect from the current employment if she/he is going to be selected. I also understand that this is not a permanent position in the government service and if selected I will not have any right of being employed on permanent basis by the employer. I also know that my employment can be terminated if my performance is not satisfactory.

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Signature and Rubber Stamp of the Head of the Institution

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Date