

MINISTRY OF HEALTH

HEALTH INFORMATION AND QUALITY IMPROVEMENT PROJECT (GLOBAL FUND)

Vacancies

The Ministry of Health is the principal recipient of a grant amounting to USD 25 million from the Global Fund to fight Aids, Tuberculosis and Malaria (GFATM) for the period, 1st July 2021 to 30th June 2024.

Applications are called from qualified and experienced individuals for the below mentioned fulltime positions in the project on contract basis.

- Project Secretary

The terms of Reference for the above posts are annexed. Applications 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 should be sent to reach the following postal address through registered post before 28th February 2022.

Application must be in a sealed envelope with the following stated on the top left side of the envelop.

“Application for the post of (relevant post)”

Project Director
Health Information and Quality Improvement Project (Global Fund)
Nutrition Division
7th floor, Public Health Complex
555/5, Alvitigala MW
Colombo 05.

MINISTRY OF HEALTH

HEALTH INFORMATION AND QUALITY IMPROVEMENT PROJECT

POST OF PROJECT SECRETARY

TERMS OF REFERENCE

The Ministry of Health is the Principal Recipient of a grant awarded by the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM). The grant involves in system integration in health data flows and making health information systems interoperable, improve TB screening facilities and improving capacity of health systems to deliver improved quality of care. Total grant value exceeds US\$ 25 million. The project period is from 1st July 2021 to 30th June 2024. There are five components which would be coordinated through a Project Management Unit at the Ministry of Health.

A fulltime service of a Project Secretary is required to the Project Management Unit.

The Project Secretary will be reporting to the Project Director. His/ her performance will be monitored by the Project Director and he/she will be based at the Project Management Unit (PMU).

DUTIES AND RESPONSIBILITIES:

1. Organize all correspondence with regard to the project including management of operational activities and staff
2. Receiving and dispatching all office correspondence
3. Maintain systems for receiving, filing and dispatching communications
4. Distribute communications to the relevant recipients for action
5. Maintain logs and files in of all written communication as well as the general archives of the office
6. Maintain an updated mailing list and telephone numbers of stakeholders of the project, staff and all implementing units
7. Provide secretarial services
8. Arranging appointments of the project director and other senior staff
9. Assist PMU staff to carry out all administrative and HR work related to the project under the supervision of the Director
10. Arrange regular meetings with the five components of the project

REQUIRED EDUCATION QUALIFICATIONS, EXPERIENCE, SKILLS & COMPETENCIES:

1. Basic Qualifications (1 or 2 below)
 - 1) Having Passed the G.C. E. (O/L) examination in six (6) subjects with three (3) credit passes including English and Sinhala/Tamil language with a secretarial course from a recognized institution or pursuing examinations leading to Chartered Secretary with minimum 03 years of experience in relevant field
 - 2) A Chartered Secretary with 02 years of experience in relevant field
2. Preference will be given to those who have prior working experience in a similar capacity in foreign funded projects, especially in the public sector.
3. Outstanding team player with the ability to adapt to organization's environment and has an interest to grow with the organization.
4. Strong computer skills in, word processing, presentation, internet and email software is a must.
5. Proficiency in English is required with fluency in Sinhala and/or Tamil language.
6. Demonstrated communication skills (written and oral) and negotiation/consultation skills is required.

First approved on Malt web
on 13th Oct 2021

General Conditions:

1. The duty station will be Colombo but may need to travel to project implementation sites all over the country.
2. Age should be below 64 years as at 23.10.2021.
3. Recruitment will be on contract basis.
4. The initial contract will be for one year, of which the first three months will be on probation. The contract period is renewable annually, through the satisfactory performance demonstrated at a formal performance appraisal by the Supervising Officers and Global Fund written approval.
5. Medical fitness will be assessed at recruitment and at every year
6. Salary is as per the PS6 level , Category A of the Management Services Circular No 01/2019 (15.03.2019) and other Management Services Circulars.
7. The contribution of the employer for EPF is 12% and ETF is 3% of the salary. The EPF contribution of the employee is 8% of the salary.
8. Selected applicant should be able to take up the assignment within reasonable time period preferably within one month.
9. Candidates who are already in the public service should send their applications through the relevant Head of the Department / CEO of the Agency who should indicate that the candidate could be released in the event of being selected to the post.
10. Only short-listed candidates will be called for an interview