



MINISTRY OF HEALTH  
GLOBAL FUND TO FIGHT AIDS, TUBERCULOSIS & MALARIA (GLOBAL FUND) PROJECT

## Vacancy Announcement

Global Fund to Fight AIDS, Tuberculosis & Malaria (Global Fund) has awarded 2 grants to Sri Lanka amounting to US\$ 9,427,299 for the period 01st January 2022 to 31st December 2024 of which the Ministry of Health is the Principal Recipient. The components (on project support) are involved in the prevention and control of HIV/AIDS and Tuberculosis in Sri Lanka.

Applications are being called from suitable candidates who only possess stated qualifications and experiences. Application with detailed Curriculum Vitae or Bio Data (no specific format) in order to prove education, experience and other qualifications (essential) along with the contact telephone/fax/email address should be emailed with the subject "Application for the post of 'Management Assistant', PMU, Global Fund Project" to [vacancygfatm@gmail.com](mailto:vacancygfatm@gmail.com) on or before the closing date 11th December 2022. Late or incomplete applications and applications without requested attachments will be rejected. No sample format for the application.

### MANAGEMENT ASSISTANT – MN 2 Grade III - Full time - Contract Basis - 01 Post

(Salary: According to the Management Service Circular 1/2019 & Public Administration Circular 03/2016)

The Management Assistant will be responsible for effective management of incumbent serves by providing secretarial and other related duties; and carrying out coordination and information-flow management to the staff of PMU, GF grants, MoH & other external organizations as relevant.

#### Required Qualifications, Experience and Competencies:

1. Should have passed in all the subjects in one sitting (except Common General Test and General English) at the General Certificate of Education (Advanced Level) Examination. It is sufficient to have passed in three (03) subjects in one sitting under the old syllabus; **AND**  
Should have passed the General Certificate of Education (Ordinary Level) examination in six (06) subjects at one sitting with four (04) credit passes in Sinhala / Tamil / English Language and Mathematics and two other subjects.
2. Should have minimum one-year hands on experience in similar capacity at GOSL/Foreign Funded projects or Cooperate Sector organizations in secretarial support (Proposal writing, approval letters, presentations, reports and & meeting minutes) and administrative support (Arranging appointments, organizing meetings, coordinating with internal and external stakeholders).
3. Working Experience in the use of computers and office software packages (MS Word / Excel / PowerPoint / Internet / Email / Fax / Post / SMS / Viber / WhatsApp / Virtual or online communication tools such as Skype / Zoom / MS Teams etc.) is a must, and require to produce certificates as proof.
4. Demonstrated communication skills (written and oral) – Working knowledge in English and confidence in Sinhala and/or Tamil language is required and require to submit proof certificates.

#### General Conditions:

1. **Recruitment will be on contract basis up to 31.12.2022.** of which the first three months of the recruitment will be on probation.
2. Applicants must submit their CV/ Bio data (no specific format) with all relevant scanned copies of certificates to email stated above.
3. **Selected applicant should be able to take up appointment immediately.**
4. The duty station will be in Colombo 05 but may need to travel to project implementation units.
5. Age should be below 64 years as at 31.12. 2022.
6. Salary is as per the Management Service Circular 1/2019 & Public Administration Circular No 03/2016; Service Code: MN 2 - Grade III. (Salary as at 01.01.2021: Rs. 28,940.00\*1.5 + Rs. 7,800.00 = Rs. 51,210.00)
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. No officer will be selected if he/she has been subjected to any disciplinary action during his/her previous career and it is a must mention 2 non-related referees with their contact details.
9. Candidates who are already in the public service should send their applications through the relevant Secretary to the Ministry / Head of the Department or Institution / CEO of the Agency who should indicate that the candidate could be released immediately in the event of being selected to the post.
10. Only short-listed candidates will be called for an interview and selected candidates only will be informed through email as stated in the CV/ Bio data.

**Closing date: 11<sup>th</sup> December 2022**