

VACANCY

Health System Enhancement Project

Ministry of Health

Project Procurement Officer - Central Province

Through Asian Development Bank-funded Health System Enhancement Project, it is proposed to renovate/ refurbish 135 Primary Health Care institutions and 127 Field Health Centers in Central, North Central, Sabaragamuwa and Uva Provinces. Project implementation is scheduled for 5 years from 2019 to 2023.

Applications are invited for the post of **Project Procurement Officer** on a full-time basis in the Project Implementation Unit (PIU) **Central Province - based in Kandy**.

Qualifications and Experience

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-related to a technical field and minimum 2 years' experience in the required area of specialization.

Age Limit

Under 55 years by 14.12.2022

Salary Scale

Salary scale PS 6 and other benefits, in accordance with the Management Circular No. 01/2019 dated 15th March 2019

Further details and the application form can be downloaded from

<https://www.hsep.lk/index.php/work-with-us/vacancies>

Duly completed application together with detailed curriculum vitae supported by copies of education and professional qualifications, experience, and names of 2 non-related referees along with their contact telephone/fax/email address should be sent to reach the following address on or before

14.12.2022 in a sealed envelope stating "Application for the Post of Project Procurement Officer - (Central Province) - Health System Enhancement Project" on the top left of the envelope. Please note that applicants who do not submit duly filled application form will not be considered.

Address - Project Director

Health System Enhancement Project
3/19, Kynsey Road,
Colombo 08

Email - carees.hsep@gmail.com

(for E - Submissions)

Telephone - +94 11 2 697 173

Fax - +94 11 2 697 163

Terms and Reference – Project Procurement Officer

- Support the Deputy Project Director and the Procurement Specialist (PMU) in all procurement and contract management matters.
- Strengthen capacity of PIUs staff in all procurement and contract management matters, ensuring that they have a sound understanding of the ADB systems and good practices.
- Prepare bid documents for goods, civil works and services, and implementation of the procurement process according to the ADB guidelines.
- Ensure the procurement performance monitoring system is integrated into PIU's monitoring system.
- Ensure that procurement procedures are in line with systems/procedures as suggested by Deputy Project Director.
- Monitor and report compliance with required procurement and contract management systems including any improvements to them.
- Assist the Ministry and PMU and Procurement Specialist in the preparation of tender documents and review tender documents for correctness and compliance with applicable documentation requirements which includes documentation required for the ADB No Objection Letter Policy.
- Provide necessary support in developing procurement strategies for packaging works for subprojects and consultant's services to PMU.
- Ensure any areas of non-compliance in procurement and contract management are detected through verification of claims and reported to Deputy Project Director (PIU) and provide recommendation for remedial action.
- Prepare regular Monitoring reports for Tender Evaluation Committees.
- Carry out any other procurement and contract management related activities in the program assigned by Project Director or Deputy Project Director.