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சுகாதார அமைச்சு

## Ministry of Health

### COVID 19 Emergency Response and Health System Preparedness Project

#### Vacancy Announcement – Full Time (Contract Basis )

**COVID 19 Emergency Response and Health System Preparedness Project** is a World Bank supported project under the Ministry of Health which will be implemented with the objective to prevent, detect and respond to the threat posed by COVID-19 and strengthen national health systems for preparedness in Sri Lanka. The project development result level will be the Emergency Operations Centre for COVID-19 and pandemic responses established, percentage of districts with a tertiary or secondary care hospital with isolation capacity, number of designated laboratories with COVID-19 diagnostic equipment, test kits, and reagents.

The project is expected to be implemented over a period of 3 years and has four components including Component 1- Strengthening Surveillance and Response Systems, Component 2- Strengthening National and Sub-National Institutions for Prevention and Preparedness, Component 3- Strengthening Multi-sectoral, National institutions and Platforms for One Health and Component 4- Implementation Management and Monitoring and Evaluation.

Applications are being called from suitable candidates with stated qualifications and experience. These positions will be based in the Project Management Unit in Colombo. The selected officers may be requested to travel outside where the project activities are carried out as and when required. The selected officers may have to work beyond normal office hours.

#### **01. Internal Auditor (01 Position) – (PS-4)**

##### **Duties and Responsibilities**

- Perform the full audit cycle including risk and control over operations effectiveness, financial reliability and compliance with all applicable directives and regulations given by the Government of Sri Lanka and the World Bank.
- Determine Internal Audit scope and develop audit plans.
- Analyze evaluate and verify accounting and procurement document, documentation, progress report, data, flow charts etc.
- Prepare appropriate answers to audit queries and submit to Project Director.

- Provide independent advice to ensure validity, legality and transparency.
- Identify loopholes and recommend risk aversion measures and cost savings.
- Maintaining open continuous communication with the Superintendent of Government Audit.
- Conduct follow up audits to monitor corrective interventions.
- Engage to continuous knowledge development of Project Staff regarding rules regulations, best practice tools, techniques, standard and arrange regular audit meetings.
- Participate at Audit Management Committee meetings.
- Any other duties /responsibilities given by the Project Director.

## **Qualifications**

1. A Bachelor's Degree in the relevant field (Management/Commerce, Accountancy) which is recognized by the University Grants Commission.

Or

- A qualification recognized by the University Grant Commission as an equivalent to the degree in the relevant field.
2. Minimum 6 years post qualifying experience in the fields of Financial Management, Accountancy and Auditing.
  3. Applicants who have more than 10 years' experience currently in the Government Service (Audit/Accountancy or Finance Management) would be given preference.
  4. Experience in foreign funded projects would be an added qualification.

## **General Conditions**

- The appointment for the post is full time on contract basis.
- The initial contract period will be for one year, with provision for renewal on performance basis till the end of the project.
- Fluency in written and communicate in English/Sinhala will be considered at the Interview.
- The candidate if selected to the post can resign from the post giving one-month prior notice to the Project Director.
- The Secretary of the Ministry of Health, has the authority to terminate the service of the selected candidate from the post without giving any reasons at any time if he/she wishes that the service of the selected candidate is not necessary anymore. One-month prior notice will be given of the termination of the service.
- Only short-listed applicants will be called for an interview.
- Selected applicant should be able to take up the appointment immediately.

## **2. Project Secretary (01 Position) – (PS-6)**

### **Duties and Responsibilities**

- Project Secretary should be responsible in organizing all correspondence with regard to the project including management and operational activities, management of the PMU staff.
- Receiving and dispatching all office communication by telephone, e-mail, Fax, post etc. with the support of office Assistant.
- Maintain adequate systems for receiving filing and dispatching communications.
- Distribute communications to the relevant recipients for action or information. (Assures copying and further distribution).
- Maintaining appropriate logs and chronological files of all written communication as well as the general archives of the office.
- Regularly check the incoming & outgoing postal mail on due time.
- Maintaining an update address and phone lists of project stakeholders, staff and all implementing agency staff working with the project.
- Providing secretarial services as required. (i.e., Write correspondence, phone calls photocopies, recording Etc.)
- Arranging appointments of the Project Director and other Senior Staff.
- Assist the PMU staff to carry out all Administrative and HR works related to the PMU staff under the supervision of Project Director/Deputy Director.
- Arrange regular PMU meetings and maintain minutes.
- Follow up logistical arrangement for staff missions and other travel arrangements and maintaining the mission log.
- Organize travel arrangements and hotel bookings for staff and visitors.
- Any other duties and responsibilities as assigned by the Project Director.

### **Qualifications**

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 05 years' Experience in relevant field or working as a Chartered Secretary for at least 4 years.

2. Experience in foreign funded projects would be an added qualification.

## General Conditions

- The appointment for the post is on full time basis.
- The initial contract period will be for one year, with provision for renewal on performance basis till the end of the project.
- Fluency in written and communicate in English/Sinhala will be considered at the Interview.
- The candidate if selected to the post can resign from the post giving one-month prior notice to the Project Director.
- The Secretary of the Ministry of Health, being the disciplinary has the authority to terminate the service of the selected candidate from the post without giving any reasons at any time if he/she wishes that the service of the selected candidate is not necessary anymore. One-month prior notice will be given of the termination of the service.
- Only short-listed applicants will be called for interview.
- Selected applicant should be able to take up the appointment immediately.

## Age Limit

- The Applicant should be below 65 years of age by the closing date mentioned here.

**Salary:** According to the Management Service Circular No. 01/2019 & Public Administration Circular 3/20.

Application with detailed Curriculum Vitae supported by copies of education, experience and other qualifications along with the contact telephone/fax/email address should be sent to reach the following email (srilankacovidrecruitment@gmail.com) before 25<sup>th</sup> March 2022. Applications submitted by the applicants confirmed in the Public Service / Provincial Public Service including Local Authorities/ Public Corporations/ Statutory Boards and Fully Government Owned Companies must be endorsed by the Head of the institution/Head of the Department/Secretary to the Ministry to the effect that officer if selected will be released immediately.

Application must be sent with title of the email “*Post of .....*”.

## Project Director-

**COVID 19 Emergency Response and Health System Preparedness Project**

**4<sup>th</sup> Floor, No 191, J.R.Jayawardhana Centre -Colombo 7**

**Application form**

1. Full name of the applicant

2. Name with Initials of the applicant

3. Current Employment and the work place of the applicant (If applicable)

4. National Identity Card Number of the applicant (Please attach a certified copy of the NIC)

5. Post Applied for

6. Contact Details

Applicant Office Address	
Office Phone Number	
Office Fax Number	
Mobile Phone Number	
Home Phone Number	
Home Address	
Email Address	

7. Qualification (certified copies to be attached with the CV)

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8. Work experience

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9. Special Comments

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I agree to travel out of Colombo even during weekends as and when required. I certify that the above particulars are correct.

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Signature of applicant

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Date

**Observation and Recommendation**

I certify the particulars furnished by the applicant, are correct. (State any incorrect information, if furnished by the applicant).

The candidate can be released for the above post from the current employment in the event of being selected.

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Signature of Head of the institution

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Date

