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Ministry of Health

COVID 19 Emergency Response and Health Systems Preparedness Project

Vacancy Announcement – Full Time (Contract Basis)

COVID 19 Emergency Response and Health Systems 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. Finance Manager (01 Position) – (PS-3)

Duties and Responsibilities

- Finance Manager will be the financial focal point for Ministry of Healthcare Indigenous Medical services in relation to Primary Healthcare Systems Strengthening Project
- Management of project finance in coordination with the financial focal point of Ministry of Health, World Bank, Treasury and Other relevant institutes.
- Ensure submission of financial reports to the Ministry of Health, Treasury, Department of Auditor General, World Bank and other relevant Government Departments.

- Maintain all accounting record and documentations related to the component I (Line Ministry of Health activities) and component II activities of the project
Recommending access to project accounts
- Recommending the transfer of expenses into and out of project-related accounts
- Review and clarify invoices and voucher for payments
- Review accounts totals related to project asserts and expenses
- Investigate project variance and submit variance reports
- Confer with receivable staff regarding unpaid contract billings
- Preparation of bank reconciliation statements on time
- Liaise with Auditors, World Bank, Ministry of Health, Nutrition & Indigenous Medicine and Ministry of Finance Officials / the Treasury Officials of Sri Lanka, Province Secretary and the National programs for finance related requirements.
- Provide appropriate documentations required by Ministry of Health, Auditor General Department Etc. and under the right to information act.
- Represent financial division in the meetings convened by the Ministry of Health, Nutrition & Indigenous Medicine
- Ensure that the approval of appropriate authorities for proposals/ procurement and other activities, before disbursements.
- Ensure that payments are based on government rules and regulation and World Bank requirements, including procurement regulations.
- Provide financial progress and forecast to the Project Director as and when required.
- Responsible for providing financial information required by any stakeholders regarding the project. (Project Director, Project Manager, Relevant officers of Ministry of Health and Treasury)
- Monitoring the foreign fund and arrange necessary steps to fund management. (e.g.: follow up of disbursement requests)
- .Any other activity assigned by the Project Director

Qualifications

(1 or 2 or 3 below)

1) A successfully completed Bachelor's Degree in the relevant field which is recognized by the UGC
or

A qualification recognized by the UGC as an equivalent qualification to the Degree in the relevant field.

or

An Associate Membership / A similar professional qualification obtained from a recognized professional institution in the relevant field.

with

At least 12 years' post qualifying experience at a Managerial Level out of which 07 years should be in the Senior Managerial Level.

2) A successfully completed Bachelor's Degree in the relevant field which is recognized by the UGC
or

A qualification recognized by the UGC as an equivalent qualification to the Degree in the relevant field.

or

An Associate Membership / A similar professional qualification obtained from a recognized professional institution in the relevant field.

and

A Postgraduate Degree in the relevant field or Corporate / Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field.

with
At least 09 years post qualifying experience in Managerial Level.

3) Class I officer of a Government All Island Services or a similar status in the relevant field.

with
At least 04 years of experience in the Class I post.

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.

General Conditions

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- 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 by 05th September 2022.

Salary: According to the Management Service Circular No. 01/2019.

Application 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 address should be sent to reach the following email (srilankacovidrecruitment@gmail.com) before 05th September 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 Finance Manager ERHSP Project*”.

Project Director-

COVID 19 Emergency Response and Health Systems Preparedness Project

4th Floor, No 191, J.R Jayawardena 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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10. Non-Related Referees

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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

