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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 funded 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 called from suitable candidates **for the following post** with stated qualifications and experience. This position will be based in the Project Management Unit in Colombo. The selected officer may be required to travel outside where the project activities are carried out as and when required. The selected officer may have to work beyond normal office hours.

#### **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 documentations, progress reports, 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 or 2 below**

1. A successfully completed Bachelor's Degree in the relevant field, 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.

Or

An associated membership/ A similar professional qualification obtained from recognized Professional Institution in the relevant field.

with

At least Minimum 8 years post qualifying experience in the relevant field.

2. An Officer of the Government All Island Services Class III/II or above similar status in the relevant field.

with

At least 8 years of experience in Class III / II post.

**General Conditions**

- The appointment for the post is full time on contract basis.
- The initial contract period will be for one year, with the provision for renewal on performance basis.
- Fluency in writing and communicating in English and Sinhala will be considered.
- 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.
- All applicants will be called for an 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 with 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) on or before 29<sup>th</sup> April 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

.....

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

