

VACANCY

Health System Enhancement Project (ADB Funded)

Ministry of Health

Asian Development Bank-funded Health System Enhancement Project/Health System Enhancement Additional Financing Project, is proposed to carry out reforms of the Primary Health Care Services proposed by the Primary Health Care Policy in Central, North Central, Sabaragamuwa and Uva Provinces from 2019 to 2025

Applications are invited for the following positions at Project Implementation Unit (Kandy and Anuradhapura). Please note that the initial contract is for one year and is renewed based on performance.

Position	Location	Qualification	Salary scale
Project Secretary, Full-time	Project Implementation Unit, Central (Kandy)	Having passed 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 Minimum of 5 years of experience in relevant field.	Category PS 6, in accordance with the Management Circular No. 01/2019 dated 15.03.2019
Monitoring and Evaluation Officer, Part-time	Project Implementation Unit, North Central (Anuradhapura)	A Bachelor's Degree in the relevant field recognized by the University Grants Commission. Minimum of 3 years post-qualifying experience in required areas of specialization.	Category PS 6, in accordance with the Management Circular No. 01/2019 dated 15.03.2019

Age Limit

Under 55 years by 29.01.2023

Further details and the application form can be downloaded from <https://hsep.lk/index.php/work-with-us/vacancies>

Duly completed application form, detailed curriculum vitae, copies of education and professional qualifications/experience, and names of two non-related referees along with their contact details (telephone/email) should be sent to reach the following address (email/post/by hand) on or before **29.01.2023**, in a sealed envelope **stating the specific position on the top left of the envelope**. Applications without the application form and sent after the closing date will be rejected.

**Address - Project Director
Health System Enhancement Project
3/19, Kynsey Road, Colombo 08**

Email - careers.hsep@gmail.com (for E - Submissions)

Telephone - 0112697173/ 0112056 535

Fax - 0112697163

**Project Secretary- Project Implementation Unit
Term of Reference (Subject to Revision)**

- Maintain cordial relationship with all stakeholders including visitors and receive telephone calls and forward them to concern PIU officers /staff
- Receiving and dispatching all office communication by e-mail, fax, post, etc. with the support of Office Assistant
- Maintain adequate system for receiving filing and dispatching communications. Distribute these communications to the relevant recipients for action or information on a timely manner (assures copying and further distribution)
- Maintaining appropriate logs and chronological files of all written communication as well as the general archive of the office
- Regularly check the incoming & outgoing postal mail/hand delivery/courier on due time and maintain relevant registers
- Maintaining an updated contact lists (name, designation, telephone, mobile, email, fax, etc.) of project staff and stakeholders of the project
- Providing secretarial services (i.e. write correspondence, phone calls, photocopies, etc.)
- as required by Deputy Project Director and senior staff (P3/P4/P5 level Officers)
- Arranging appointments of the Deputy Project Director and other senior staff
- Administrative support for the PIU office and staff including janitorial and security services
- Follow up logistical arrangement for staff missions and other travel arrangements and maintain the mission log
- Organize travel arrangements and hotel bookings for staff and visitors
- Maintain close coordination with the PMU Secretary and other relevant staff
- Timely submission of periodical reports prepared by the relevant staff of the PIU and assist in preparation of the same
- Assist to organize meetings and keeping minutes of the meeting
- Submit PHC innovation fund proposals received from the officials to relevant officers and committees to obtain approval, coordinate with PMU to get the final approval and maintain a special register.
- Maintain skeleton personal files and recover inventory documents, passwords from the officers leaving HSEP
- Maintain leave register and vehicle record register at the PIU office
- Any other duties and responsibilities assigned by the Project Director and Deputy Project Director

Terms of Reference (Subject to Revision)

Monitoring and Evaluation Officer- North Central Province (Part-time)

The M& E Officer needs to collaboratively work with relevant PMU/PIU staff, consultants at Central and provincial level to carry out the following tasks:

- i. Develop required monitoring system and formats for regular monitoring of project activities at different levels in line with the Design and Monitoring Framework (DMF) and the M&E project schedule.
- ii. Support PIU in reviewing the project performance indicators and help to identify potential modifications as needed to discuss at the Project Steering Committee.
- iii. Perform field visits as per need to ensure the quality of the data gathered by the project and to verify the accuracy of the reported data.
- iv. Prepare the provincial quarterly project progress reports collecting necessary data from the District Project Coordinators and Cluster Managers, Procurement Officer and Project Accountant
- v. Provide quarterly project progress reports to PMU and ADB including performance of project indicators of DMF, loan covenants, civil works, contract awards, disbursements, and implementation of cluster system as well as identified implementation issues of the project activities and proposed actions to resolve those issues.
- vi. Set up a monitoring system for activities of PIU with the assistance of the IT Specialist of PMU and ensure the accuracy of data
- vii. Carry out Monitoring and Evaluation of project activities and performance against planned work program, procurement plan and against DMF.
- viii. Plan and manage periodic evaluation activities of the project with the management
- ix. Provide technical advice on performance indicators and ensure that realistic mid-term and end-term project targets are defined; provide timely and required information for periodic review reports for the ministerial steering committee and other stakeholders.
- x. Discuss with the Chief Secretary, Deputy Chief Secretaries, Deputy Project Director and other PIU staff of identified project issues and propose necessary actions to resolve these issues at the provincial level.
- xi. Submit a Monitoring and Evaluation report to the Provincial Project Coordinating Committee for review, and discuss necessary actions
- xii. Follow up ADB project documents and Aide Memoires of review missions and take required follow up actions to achieve monitoring indicators
- xiii. Work closely with the PIU staff and regional health staff across the project sites to ensure that relevant data for measuring project performance is collected (based on project indicators)
- xiv. Dissemination of information obtained from reviews, monitoring and evaluation and arrange publications of relevant information in consultation with the Management.
- xv. Build capacity of PIU staff within the project on M&E functions
- xvi. Perform any other duties and responsibilities as assigned by the Project Director of PMU and Deputy Project Director at PIU
- xvii. Update on project implementation progress including on the cluster implementation and performance activities in consultation with the M&E Firm.
- xviii. Support the M&E firm to finalize the data collection formats for carrying out the primary and secondary data collection for the baseline survey which would be used for the evaluation of the HSEP and the cluster pilots.