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சுகாதார, போசணை மற்றும் சுதேச வைத்திய அமைச்சு
Ministry of Health, Nutrition & Indigenous Medicine

The Second Health Sector Development Project (SHSDP) (Component II)

The Second Health Sector Development Project is being implemented with the objective to contribute to the goals of the National Health Development Plan (NHDP), supporting the overall program. It has two Components and in the Component I, the funds are allocated in to 4 thematic areas namely; Health system Improvement, Maternal & Child Health and Nutrition, Communicable Disease control & prevention, Non Communicable Diseases prevention & control.

Component II of the project supports the implementation of innovations within the NHDP, operational research and opportunities for capacity building. In addition, training, workshops, the Demographic and Health Survey, or the National Health Survey, surveys and end-line evaluations and other evaluative studies, including the annual review of indicators of the project are supported

Applications are being called for the below mentioned vacancies under the Component II of the Second Health Sector Development Project on a full time basis. These positions will be based in Colombo.

1. Post of Project Officer (On Secondment) - 1 post

Duties and Responsibilities

1. To complete the assignments handed over with the supervision of Project Specialist and Project Director.
2. Assist in conducting the project committee meetings
3. Assist in conducting the project review meetings
4. Assisting gathering necessary information and records
5. Coordinate the activities related to the capacity building plan of the health sector carried out under the assistance of the component II of the SHSDP
6. Coordinate activities with regard to the project planning

Qualifications

- A Bachelor's degree which is recognized by the University Grants Commission and Minimum 3 years of work experience in a health related field.
- Computer literacy: Proficiency in Microsoft Office package with skills of working in Microsoft Excel and Word applications.

Other skills and competencies

- Demonstrated communication skills (written and oral).
- Excellent knowledge of English.
- Communication skills in a third language (Sinhala or Tamil) is an added advantage
- Passed G.C.E. (Advanced Level) examination
- Experience in foreign-funded projects is an added advantage.
- The Bachelor's degree/ Post Graduate Degree in a health related field is an added advantage

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.
- The candidate if selected to the post can resign from the post giving one month prior notice to the Project Director.
- The Project Director 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.
- Candidates should send their application through Head of the Institution/Department. The Head of the Institution/Department should indicate that the candidate will be released from the current employment in the event of being selected to the post.

Age Limit

Under 40 years by 30th December 2016

Salary

According to the Management Service Circular No. 01/2016 dated 24th March 2016.

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 address on or before 20th October 2016.

Application must be in a sealed envelope with the following stated, on the top left side of the envelope ***“Application for the Post of Project Officer – Second Health Sector Development Project – Component II”*** and send by Registered Post to the following address;

Project Director – SHSDP Component II

Project Office – Second Health Sector Development Project – Component II

No. 191, 3rd Floor, J R Jayawardena Centre,

Dharmapala Mawatha,

Colombo 07.

**Secretary,
Ministry of Health, Nutrition and Indigenous Medicine**

Application form

1. Full name of the applicant

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2. Name with Initials of the applicant

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3. Designation of the applicant

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

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5. Post Applied for

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6. Contact Details of the 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 of the Head of Institution / Decentralized Unit / Specialized Campaign.

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