

Ministry of Healthcare and Nutrition

Calling of applications for Administrative Assistant

The Management Development & Planning Unit of the Ministry of Healthcare and Nutrition is inviting applications from the eligible persons for Administrative Assistant to work in the projects of Management Development & Planning Unit of the Ministry on contact basis.

1. Job Identification:

Administrative Assistant (One posts)

2. Job Summary:

Terms of Reference:

- The Administrative assistant will be attached to Management Development & Planning Unit of Ministry of Healthcare & Nutrition.
- He / she is responsible for collection, documentation and dissemination of available data to stakeholders.
- He/ She is responsible for arranging stakeholder meetings.
- He / She is responsible for maintaining the data base of all the stakeholders at national and district level

3. Qualifications and Experience

A Degree from a recognized University

4. Other Requirements

Fluency in other languages

Skills in translation

5. Contract period:

The contract period will be six (06) months starting from 01st of September 2008.
(Renewable)

6. Remunerations:

An monthly allowance of approximately rupees 15,000.00 will be paid.

7. How to apply:

Eligible person should complete the application form and send it to the following e-mail address or postal address with the recent Curriculum-Vitae

E-mail: dprd@health.gov.lk

Postal address: Deputy Director General (Planning), MDPU, Ministry of Healthcare and Nutrition, No. 385, Ven. Baddegama Wimalawansa Mawatha, Colombo – 10.

8. Application closing date and selection:

Applications will be closed on 29th August 2008

Only short-listed candidates will be called for an interview

The original documents or certified copies of original documents should be brought to the interview.

MINISTRY OF HEALTHCARE AND NUTRITION
SPECIMEN APPLICATION FORM FOR THE POST OF Administrative Assistant for the
Management Development & Planning Unit, Ministry of Healthcare and Nutrition

PART A

1. Surname with initials (in block letters):
2. Names denoted by initials:
3. Date of Birth:
4. Sex:
5. National Identity Card No:
6. Preferred Postal address:
7. Permanent Home address:
8. E-mail address:
9. Contact Telephone No:

PART B

10. Name of the degree:
11. University:
12. Country:
13. Date of Graduation:
14. Fluent Languages:
15. Computer skills:
16. Any other qualifications:

PART C

17. Extra curricular activities:
18. Experience:
19. Curriculum vitae:
Attached Not attached

X

Signature

Date:

(Please herewith attach your curriculum vitae)