

VACANCY

Health System Enhancement Project

Ministry of Health

Project Implementation Unit – Central Province

Asian Development Bank funded Health System Enhancement Project/ Health System Enhancement Additional Financing Project proposed to carry out reforms of the Primary Health Care Services proposed by the Primary Health Care Policy 2017, in Central, North Central, Sabaragamuwa and Uva Provinces from 2019 to 2025. Project value is USD183 Million.

Applications are invited for the post of Procurement Officer on full time basis at the Project Implementation Unit (PIU) **Central Province - based in Kandy** on contract basis. The initial contract period is for one year with a possibility of an extension based on the performance of the employee and the requirement of the Project.

S.N	Vacancy	Salary Level (MSD Circular 01/2019)	Qualification, TOR and Application
01	Procurement Officer	PS6	Please refer the https://www.hsep.lk/

Qualifications and Experience

- (1) *A 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 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.

Or

Having obtained a certificate of proficiency not below than the NVQ level 7 issued by a technical/vocational training institute accepted by tertiary and vocational education commission and minimum 4 years' experience in the required area of specialization.

- (2) Having obtain a certificate of proficiency not below than the NVQ level 6 issued by a technical/vocational training institute accepted by tertiary and vocational education commission and minimum 9 years of experience in the required area of specialization.

- (3) Having obtained a certificate of proficiency not below than the NVQ level 5 issued by a technical/vocational training institute accepted by tertiary and vocational education commission and minimum 14 years' experience in the required area of specialization.

Age Limit

Under 55 years by 19.06.2024

Salary Scale

Salary scale PS6 and other benefits, in accordance with the Management Circular No. 01/2019 dated 15th March 2019

Further details and application form can be downloaded from <https://www.hsep.lk/>

Duly completed application compulsory together with detailed curriculum vitae supported by copies of education and professional qualifications, experience and names of 2 non-related referees along with their contact telephone/fax/email address should be sent to reach the following address on or before **19.06.2024** in a sealed envelope stating **“Application for the Post of Project Procurement Officer – “(Central Province)”** on the top left of the envelope.

**Address - Project Director
Health System Enhancement Project
3/19, Kynsey, Road, Colombo 08**
Email - careers.hsep@gmail.com (for E - Submissions)
Telephone - +94 11 2 697 173/ +94 11 2 056 535
Fax - + 94 11 2 697 163

Terms of References - Procurement Officer

- Support the Deputy Project Director and the Procurement Specialist (PMU) in all procurement and contract management matters;
- Strengthen capacity of PIUs staff in all procurement and contract management matters, ensuring that they have a sound understanding of the ADB systems and good practices;
- Ensure the procurement performance monitoring system is integrated into PIU's monitoring system
- In charge for all project related procurements, including quotations, analysis and approvals for purchases / imports etc.
- Execution of the procurement of Medical Equipment, Health Products, Goods, Services including Consultancy Services, Civil Works, Non-Health products and Non-Health Equipment complying with the NPA procurement guidelines, ADB guidelines and Ministry of Finance regulations on Procurement.
- Preparing necessary documentation for procurement e.g. bid documents to invite bids under International Competitive Bidding, National Competitive Bidding and National Shopping Procedures
- Ensuring that all procurements are according to ADB guidelines
- Supporting the Technical Evaluation Committee with the preparation of the Technical Evaluation Committee Report in line with the NPA guidelines.
- Support the Project Procurement Committee (PPC) with regard to the award of contracts and other issues related to procurement and ensure minutes of meetings and documentation are available
- Monitor the procurement activities of the PPC and Ministry Procurement Committee for compliance
- Maintain records of all items purchased and relevant details thereof with registers of assets and inventoried items.
- Preparation of contractual agreements.
- Maintain contact with supplies and ensure goods / orders are delivered on time to the correct locations as per instructions issued
- Provide necessary support in developing procurement strategies for packaging works for subprojects and consultant's services to PMU.

- Ensure any areas of non-compliance in procurement and contract management are detected through verification of claims and reported to Deputy Project Director (PIU) and provide recommendation for remedial action.
- Prepare regular Monitoring reports for Tender Evaluation Committees.
- Any other tasks related to procurement designated by the Project Director/Deputy Project Director which may arise out of the course of business.

Health System Enhancement Project

Application for the Post of

Section I

1. Full name of the applicant (in block letters)

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2. Name with initials of the applicant (in block letters)

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3. Date of Birth

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4. Age 5. Sex 6. Marital Status

7. National Identity card number/Passport Number of the applicant

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8. Postal Address

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9. Telephone Number

a) Residence:

b) Mobile:

10. E-mail Address

11. Academic Qualifications*

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12. Professional Qualifications*

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13. Memberships in Professional Bodies*

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14. Professional Experience (in chronological order)*

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15. If you are currently employed

- a) Present place of work
- b) Designation
- c) Office Address

16. Special comments/notes

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17. Two Non-Related Referees (Name, Designation, Contact Details)

I.

II.

I certify that the particulars furnished by me are correct and true. If any information found incorrect before/after the interview my application/appointment will be rejected.

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Signature of the Applicant

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Date

- This application should accompany following documents
 - a) Curriculum vita with a photograph
 - b) Certified Copies of
 - NIC/Passport
 - a. Academic Qualifications
 - b. Professional Qualifications
 - c. Memberships in Professional Bodies

Section II

- *To be filed by Head of the Institution of currently employed applicants;*

1. Name of the Applicant
2. NIC Number
3. Name of the Institution
4. Designation of the Applicant
5. Service Period
6. Recommendations

The candidate can be released with immediate effect from the current employment if she/he is going to be selected.

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Signature and Rubber Stamp of the Head of the Institution

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Date