

MINISTRY OF HEALTH
HEALTH INFORMATION AND QUALITY IMPROVEMENT PROJECT, FUNDED
(GLOBAL FUND)
VACANCIES

The Ministry of Health is the Principal Recipient (PR) of a grant to the project HiQi (Health Information and Quality Improvement) from the Global Fund to fight Aids, Tuberculosis and Malaria (GFATM) for the period from 1st July 2021 extending till 30th June, 2025.

Applications are called from qualified and experienced individuals for the below mentioned fulltime positions in the project on contract basis.

- Procurement Specialist
- Finance Manager
- Project Secretary

The terms of the reference for the above posts are available in the web of Ministry of Health (<https://www.health.gov.lk/>). Interested applicants should send their CV with copies of education, experience and other qualifications with the contact details of two non- related referees along with the contact telephone/ email/ fax to reach the following postal address through registered post before 22nd February, 2024. Only shortlisted candidates will be called for the interview.

Project Director
Health Information and Quality Improvement Project,
Ministry of Health,
No.555/5,
1st Floor, Public Health Complex
Elvitigala Mawatha
Narahenpita
Colombo-05.
Tel No.: 077- 6073 948

MINISTRY OF HEALTH

HEALTH INFORMATION AND QUALITY IMPROVEMENT PROJECT

POST OF PROCUREMENT SPECIALIST

TERMS OF REFERENCE

The Ministry of Health is the Principal Recipient of a grant awarded by the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM). The grant involves in system integration in health data flows and making health information systems interoperable, improve TB screening facilities and improving capacity of health systems to deliver improved quality of care. The project period is from 1st July 2021 to extending till 30th June, 2025. There are five components which would be coordinated through a Project Management Unit at the Ministry of Health.

Fulltime service of a Procurement Specialist is required in the Project Management Unit. He/she will be responsible for effective management of all procurement and supply management activities related to Health Information and Quality Improvement Project (HI&QIP) under the Ministry of Health. The Procurement Specialist's key responsibility is to guarantee effective procurement and supply management mechanism and ensure that government and donor agency's guidelines and regulations are properly adhered to.

The Procurement Specialist will report to the Project Director, HI&QIP. His/ her performance will be monitored by the Addl. Secretary Medical Services and the relevant Deputy Director General (of the component) of the Ministry of Health.

Overarching goal

In collaboration with the Component Directors of the project, namely, Directors; Health Information, Healthcare Quality and Safety, National Programme for Tuberculosis and Chest Diseases (NPTCCD), Medical Research Institute (MRI), Deputy Director General Education, Research and Training (DDG/ET&R) and Project Director of the Health Information and Quality Improvement Project, ensures successful implementation of procurement and supply management plans (PSM) of the HI&QIP where the Ministry of Health is the Principal Recipient.

Key Responsibilities & Duties:

1. Execution of procurement of pharmaceutical, medical equipment, other health related supplies - civil works and consultancy services in compliance with the National Procurement Agency (NPA) guidelines, financial regulations of the Government of Sri Lanka and in line with the Global Fund PSM and quality assurance policies.
2. Shall be involved in and facilitate among various stakeholders' diverse range of PSM stages, including: planning, products selection, forecasting/quantification, procurement, clearance, storage and distribution, etc.
3. Preparation of bidding documents in accordance with different bidding methods.
4. Provide expert guidance to Technical Evaluation Committees (TEC) in the process of technical evaluation of bidding documents and preparation of TEC reports in compliance with the NPA guidelines.
5. Prepare contract agreements and ensure that they are signed by relevant parties correctly and maintain properly.
6. Prepare a consolidated Procurement Plan for the total Project and individual plans for each grant.
7. Prepare necessary procurement related documentation (and where necessary ensure timely receipt and qualitative input from relevant parties) technical specifications, bidding documents, etc.
8. Monitor and update procurement plans appropriately.
9. Identify bottlenecks in procurement procedures and guide Programme Managers in order to execute procurements in a timely and orderly manner.
10. Assist in preparation of annual Procurement and Supply Management (PSM) Plans for each component.
11. Coordinate with relevant divisions of the Ministry of Health. This involves coordination with Offices of the Addl. Secretary Medical Services, Senior Assistant Secretary (Procurement), Deputy Director General (Planning), Deputy Director General (Medical Services), Deputy Director General (Laboratory Services), Deputy Director General (Public Health Services I), Deputy Director General (Education, Training and Research), Ministry Procurement Committee, Bio Medical Engineering Division, Office of Medical Technology & Supplies, and Chief Legal Officer through the Project Director.
12. Liaise with the Global Fund Secretariat and other relevant stakeholders on grant PSM related matters through the Project Director.
13. Liaise with custom clearance agents to facilitate and follow up on customs clearance process of imported goods.
14. Coordinate under the guidance of the Project Director with Local Fund Agent (the Auditors of the GFATM), Auditor General Department, Internal Audit Division of the Ministry of Health, external auditors, Office of Inspector General of the GFATM and other local and international reviewers and facilitate their review processes.
15. Plan for and organize inspection of receipt goods, to ensure that supplies are received in line with the terms and conditions in Purchase Order and report to the Project Director.
16. While maintaining a professional relationship with suppliers, coordinate to ensure value added, quality and timely delivery of goods and services.
17. Cooperate with and provide necessary information to the Local Fund Agent through the Project Director during the verifications.

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18. Assist staff of all three projects to create and maintain registries of all bidding documents and procurements.
 19. Ensures safe custody of all documents related to procurements at individual project level.
 20. Capacity development of Procurement Officers and other project and national programme staff in relation to the procurement and supply chain management under the guidance of the Project Director.
 21. Any other duties/ responsibilities assigned by the Addl. Secretary (Medical Services), Director General of Health Services, Deputy Directors General, Planning, Medical Services, Laboratory Services, Public Health Services I and ET&R or Project Director, HI&QIP.

Required qualifications, experience and competencies

1. Basic Qualifications (1 or 2 or 3 below)

- 1) A successfully completed Bachelor's Degree (preferably a Special Degree) in Business Administration, Procurement or a field related to Supply Chain/ Logistics from a university recognized by the University Grants Commission or A qualification recognised by the University Grants Commission as an equivalent qualification to the degree in the same field or an Associate membership/ a similar professional qualification obtained from a recognised professional institution in the field with at least 08 years post qualifying experience in a field related to Chain/ Logistics at managerial level.
 - 2) A successfully completed Bachelor's Degree (preferably a Special Degree) in Business Administration, Procurement or a field related to Supply Chain/Logistics from a university recognised by the University Grants Commission or A qualification recognised by the University Grants Commission as an equivalent qualification to the degree in the same field or An Associate membership/ a similar professional qualification obtained from a recognised professional institution in the same field and A Postgraduate Degree in the same field or a Corporate Chartered membership or a similar professional qualification obtained from a recognised professional institution in the same field with at least 07 years post qualifying experience in a field related to Procurement/Supply Chain/Logistics at managerial level.
 - 3) Class I officer of a Government All Island Services or a similar status in the field related to Procurement/Supply Chain/Logistics with at least 02 years of experience in the Class I post
2. Should have proven pharmaceutical, medical and/or public health background for at least two years.
 3. Post graduate qualifications in relevant field would be an added advantage.
 4. Formal certification in procurement would be a definite asset (e.g.: CIPS).
 5. Excellent working knowledge of procurement guidelines of the Government of Sri Lanka is essential.
 6. Good understanding of public procurement principles and internationally recognized good procurement practices.
 7. Knowledge of Global Fund PSM and QA policies or foreign funded projects is a definite asset.

8. Ability to coordinate the whole procurement process including planning, execution, coordination and monitoring, bid document preparation, bid evaluation, contract award, administration, legal aspects and maintaining records and databases relevant to the project.
9. Demonstrated skills in working resourcefully, consistently and with perseverance in the procurement field.
10. Strong computer skills- adept at statistical software, spreadsheet, word processing, presentation, internet and email software is a must.
11. Acceptable level of proficiency in English is required with fluency in Sinhala and/or Tamil language.
12. Demonstrated communication skills (written and oral) and negotiation/consultation skills.
13. Preference will be given to those who have prior working experience in a similar capacity in foreign funded projects, especially in the public sector.

General Conditions

1. The duty station will be Colombo but may need to travel to project implementation sites all over the country under the direction of the Project Director.
2. Age should be below 64 years as at 22.02.2024
3. Recruitment will be on contract basis.
4. Only the shortlisted candidates will be called in for the interview. Interview board has all rights to reject or remove any candidates during the process of selection.
5. Selected candidate should be able to take up the assignment within reasonable time period preferably within one month.
6. The initial contract will be for one year, of which first six months will be on probation. The contract period is renewable annually for the next three years subjected to the satisfactory performance demonstrated at formal performance appraisal by the supervising officers and Global Fund written approval
7. Physical and mental fitness will be assessed at the recruitment and yearly at each extension
8. Salary is as per the PS3 level of the Management Services Circular No 01/2019 (15.03.2019) and other Management Services Circulars.
9. The contribution of the employer for EPF is 12% and ETF is 3% of the salary. The EPF contribution of the employee is 8% of the salary.
10. Candidates who are already in the public service should send their application through the relevant Head of the Department / CEO of the Agency who should indicate that the candidate could be released in the event of being selected to the assignment.

MINISTRY OF HEALTH

HEALTH INFORMATION AND QUALITY IMPROVEMENT PROJECT

POST OF FINANCE MANAGER

TERMS OF REFERENCE

The Ministry of Health is the Principal Recipient of a grant awarded by the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM). The grant involves in system integration in health data flows and making health information systems interoperable, improve TB screening facilities and improving capacity of health systems to deliver improved quality of care. The project period is from 1st July 2021 to extending till 30th June, 2025. There are five components which would be coordinated through a Project Management Unit at the Ministry of Health.

A fulltime service of a Finance Manager is required to the Project Management Unit. He/she will be required for detailed financial analysis, report creation, budget management, and performance tracking and value-added analysis for the budget and financial performance of Health Information and Quality Improvement Project (HI&QIP) under the Ministry of Health. In addition, he/she will be providing guidance to the financial team of the component directors to ensure correct financial management of grants and accurate and timely reporting of financial information.

The Finance Specialist will be reporting to the Project Director. His/ her performance will be monitored by the Addl. Secretary Medical Services and the relevant Deputy Director General (of the component) of the Ministry of Health.

Overarching goal:

In collaboration with the Component Directors of the project, namely, Directors; Health Information, Healthcare Quality and Safety, National Programme for Tuberculosis and Chest Diseases (NPTCCD), Medical Research Institute (MRI), Deputy Director General Education, Research and Training (DDG/ET&R) and Project Director of the Health Information and Quality Improvement Project, the Finance Specialist ensures effective finance reporting of the grant where the Ministry of Health is the Principal Recipient.

Key Responsibilities & Duties:

1. Coordination with Ministry of Health
 - a. Finance Manager will be the financial focal point for Ministry of Health in relation to Global Fund grants.
 - b. Ensure submission of monthly government report (CIGAS) of GF projects.
 - c. Ensure proper maintenance of Books of Accounts of GF grants.
 - d. Liaise with Auditors, LFA, Ministry of Health and Treasury Officials, National programs, for project requirements through the Project Director.
 - e. Provide requested report by Secretary, Addl. Secretary Medical Services, Director General of Health Services, Deputy Director General (Planning), Deputy Director General (Medical Services), Deputy Director General (Laboratory Services), Deputy Director General (Public Health Services I), Deputy Director General (Education, Training and Research), and the Chief Accountant of the Ministry of Health through the Project Director.
 - f. Prepare monthly financial progress report.
 - g. Prepare financial grant and counterpart forecast
 - h. Submission of Financial Statements of the GF projects
 - i. Represent financial division in the meetings convened by the Ministry of Health.
2. Implementation in coordination with the Accountants and Programme Coordinators
 - a. Ensure obtaining of approval from proper authority level for proposals before disbursements.
 - b. Ensure that payments are based on government rules and regulation and Global Fund requirements, including procurement regulations.
 - c. Liaise with the Local Fund Agent for their reviews. Assist grant Accountants and other relevant staff to respond queries raised during LFA reviews.
 - d. Preparation of Financial Statements for auditors and, in case of differences, reconciliation of financial statements to the information reported to the Global Fund in Annual financial reports (AFRs) and Progress Updates (PUs). Take necessary steps to answer audit queries, Audit Reports and Management letters issued by the auditors.
 - e. Represent the HI&QI Project of the Ministry of Health in the meetings convened by the Auditor General's Department and other Governmental and Non-Governmental agencies.
 - f. Prepare Progress Updates, Disbursement requests (PUDRs), Annual Financial Reports (AFRs), annual tax reports or other financial reports required by the Global Fund in line with the Global Fund reporting requirements.
 - g. Under the supervision of the HI&QI Project Director, monitor the implementation of grant budgets and ensure the activities are implemented as planned; review proposals for reallocation of savings from grant teams and ensure reallocations are in line with the Global Fund guidelines.
 - h. Assist National programs as and when necessary, regarding financial matters towards implementation of activity plan, PSM Plan and the training plan.
3. Coordination with Government Treasury (in collaboration with grant Accountants)
 - a. Preparation of fund request for grants and counterpart funds from the Ministry of Finance.

- b. Submission of year end imprest reconciliation.
 - c. Submit ad hoc reports required by Foreign Funded Project Monitoring Division of the Ministry of Finance.
 - d. Submission of quarterly progress report.
 - e. Take necessary steps to get approval for relevant financial and procurement operations such as vehicle procurements from Department of National Budget.
4. Other
- a. Be a member of the GF Project Procurement Committee
 - b. Keep up to date with the government regulations and the Global Fund policies, ensure the finance teams have adequate knowledge of the relevant policies and procedures and are regularly update on the changes.
 - c. Develop and implement a plan for assessment of finance team performance and build capacity of the staff, if required under the guidance of the Project Director.
5. Any other duties/ responsibilities assigned by the Addl. Secretary (Medical Services), Director General of Health Services, Deputy Directors General, Planning, Medical Services, Laboratory Services, Public Health Services I and ET&R or Project Director, HI&QIP.

Required qualifications, experience and competencies:

1. Basic Qualifications (1 or 2 or 3 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 Grants 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 with At least 08 years post qualifying experience at Managerial Level.
- 2) 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 Grants 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 and A Postgraduate Degree in the relevant field or Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field with At least 07 years post qualifying experience in Managerial Level.
- 3) Class I officer of a Government All Island Services or a similar status in the relevant field with At least 02 years' experience in the Class I post.

(Basic qualifications in the above are applicable only for new recruits)

- 2. Post graduate qualifications in relevant field would be an added advantage.
- 3. Chartered/ Corporate membership of a recognized international professional association is an asset.

4. Preference will be given to Chartered Accountants.
5. Excellent working knowledge of Financial Regulations and other relevant rules and regulations of the Government of Sri Lanka is essential.
6. Good knowledge of project finance and project budgeting is a definite asset.
7. Demonstrated communication skills (written and oral) and negotiation/consultation skills.
8. Hands on experience with QuickBooks® accounting software will be a distinct advantage.
9. Strong computer skills- adept at statistical software, spreadsheet, word processing, presentation, internet and email software is a must.
10. Proficiency in English is required with fluency in Sinhala and/or Tamil language.
11. Preference will be given to those who have prior working experience in a similar capacity in foreign funded projects, especially in the public sector.

General Conditions:

1. The duty station will be Colombo but may need to travel to project implementation sites all over the country.
2. Age should be below 64 years as at 22.02.2024.
3. Recruitment will be on contract basis.
4. Only the shortlisted candidates will be called in for the interview. Interview board has all rights to reject or remove any candidates during the process of selection.
5. The initial contract will be for one year, of which the first three months will be on probation.
6. Medical fitness will be assessed at recruitment and at every year
7. The contract period is renewable annually, through the satisfactory performance demonstrated at a formal performance appraisal by the Supervising Officers and existence of the project.
8. Salary is as per the PS3 level of the Management Services Circular No 01/2019 (15.03.2019) and other Management Services Circulars.
9. The contribution of the employer for EPF is 12% and ETF is 3% of the salary. The EPF contribution of the employee is 8% of the salary.
10. Selected applicant should be able to take up the assignment within reasonable time period preferably within one month.
11. Candidates who are already in the public service should send their applications through the relevant Head of the Department / CEO of the Agency who should indicate that the candidate could be released in the event of being selected to the post.
12. No officer will be selected if he/she has been subjected to any disciplinary action during his/her career

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MINISTRY OF HEALTH
HEALTH INFORMATION AND QUALITY IMPROVEMENT PROJECT

POST OF PROJECT SECRETARY

TERMS OF REFERENCE

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A fulltime service of a Project Secretary is required to the Project Management Unit.

The Project Secretary will be reporting to the Project Director. His/ her performance will be monitored by the Project Director and he/she will be based at the Project Management Unit (PMU).

Duties and Responsibilities:

1. Organize all correspondence with regard to the project including management of operational activities and staff
2. Receiving and dispatching all office correspondence
3. Maintain systems for receiving, filing and dispatching communications
4. Distribute communications to the relevant recipients for action
5. Maintain logs and files in of all written communication as well as the general archives of the office
6. Maintain an updated mailing list and telephone numbers of stakeholders of the project, staff and all implementing units
7. Provide secretarial services
8. Arranging appointments of the project director and other senior staff
9. Assist PMU staff to carry out all administrative and HR work related to the project under the supervision of the Director
10. Arrange regular meetings with the five components of the project

Required qualifications, experience and competencies:

1. Basic Qualifications (1 or 2 below)
 - 1) Having Passed the 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 or pursuing examinations leading to Chartered Secretary with minimum 03 years of experience in relevant field
 - 2) A Chartered Secretary with 02 years of experience in relevant field
2. Preference will be given to those who have prior working experience in a similar capacity in foreign funded projects, especially in the public sector.
3. Outstanding team player with the ability to adapt to organization's environment and has an interest to grow with the organization.
4. Strong computer skills in, word processing, presentation, internet and email software is a must.
5. Proficiency in English is required with fluency in Sinhala and/or Tamil language.
6. Demonstrated communication skills (written and oral) and negotiation /consultation skills is required,

General Conditions;

1. The duty station will be Colombo but may need to travel to project implementation sites all over the country.
2. Age should be below 64 years as at 22.02.2024.
3. Recruitment will be on contract basis.
4. Only the shortlisted candidates will be called in for the interview. Interview board has all rights to reject or remove any candidates during the process of selection.
5. The initial contract will be for one year, of which the first three months will be on probation. The contract period is renewable annually, through the satisfactory performance demonstrated at a formal performance appraisal by the Supervising Officers and Global Fund written approval.
6. Medical fitness will be assessed at recruitment and at every year
7. Salary is as per the PS6 level, Category A of the Management Services Circular No 01/2019 (15.03.2019) and other Management Services Circulars.
8. The contribution of the employer for EPF is 12% and ETF is 3% of the salary. EPF contribution of the employee is 8% of the salary.
9. Selected applicant should be able to take up the assignment within reasonable time period preferably within one month.
10. Candidates who are already in the public service should send their applications through the relevant Head of the Department / CEO of the Agency who should indicate that the candidate could be released in the event of being selected to the post.
11. Only short-listed candidates will be called for an interview