



VACANCY



Health System Response Project (AIIB Funded)

Ministry of Health

Asian Infrastructure Investment Bank-funded Health System Response Project is proposed to procure medical supplies to meet the current urgent medical need of the country. The project value is US \$ 60Mn

Applications are invited for the following position at Project Management Unit at Colombo. Please note that the initial contract is for one year and is renewed based on performance.

Position	Location	Qualification
Consultant Procurement Officer (01 position)	Project Management Unit at Colombo	A Bachelor's Degree in logistics/ procurement/ supply chain or in a relevant field recognized by the University Grants Commission. AND a Minimum of 2 years post-qualifying experience logistics/ procurement/ supply chain or in a relevant field.

Age Limit

Under 50 years by 01.04.2024

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

Duly completed application form (compulsory), 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 **21.04.2024** 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 Response Project (AIIB)
81/4 Rosmead Place, Colombo 07**

Email - hsrp.pmu.aiib@gmail.com

Telephone - 0112683547

Fax - 0112697163

TERMS OF REFERENCE

Contract	National Individual Consultant – Procurement Officer		
Project	Health System Response Project -AIIB		
Expertise	Procurement		
Source	National	Category	Individual

Objectives and Purpose of the Assignment:

The objective of the assignment is to ensure that the project procurement activities are implemented according to procurement plan defined by the Asian Infrastructure Investment Bank and the government of Sri Lanka. The purpose of the assignment is to help facilitate the procurement processes required under the Health System Response Project (US\$ 60 million) to fast-track procurement to expedite project implementation.

Scope of Work

The officer will ensure that procurement activities are conducted as per the procurement plan. The expert will follow AIIB procurement guidelines, rules and regulations and standard bidding documents and will work in the Project Management Unit (PMU).

Detailed tasks and expected outputs:

The consultant will:

- The officer will responsible for all project related procurements, including quotations, analysis and approvals for purchase / imports etc.
- Support in the execution of the procurement of goods, such as medical equipment, Health products, Non-Health products and Non-Health equipment, Services including consultancy services, Civil works, complying with the AIIB and NPA procurement guidelines and Ministry of Finance regulations on procurement.
- Preparing necessary documentation for procurement e.g. Bid documents to invite bids under Open Competitive Bidding (International) Open Competitive Bidding (National) and National Shopping Procedures.
- Responsible to conduct Prebid Meetings as required and prepare and issue relevant minutes of meetings/addendums.
- Responsible to conduct Bid openings and assist bid opening committee to prepare bid opening records.
- Ensuring that all procurements are according to AIIB guidelines, rules and regulations.
- Support the Technical Evaluation Committee with the preparation of the Technical Evaluation Committee Report in line with the AIIB and NPA guideline.
- Support the Project Procurement Committee (PPC) with regard to the award of contracts and other issues related to procurement and ensure minutes of meeting and documentation are available.
- Review the procurement activities of the PPC and Ministry Procurement Committee (MPC) for compliance
- Maintain records of all items purchased and relevant details there of with registers of assets and inventoried items.
- Preparation of Awarding Letters/Purchase Orders and Contractual Agreements.
- Maintain contact with supplies and ensure goods/orders are delivered on time to the correct location as per instructions issued
- Any other task related to procurement assigned by the Project Director

Schedule:

Payment is based on actual time inputs, settled monthly upon approval of the time sheet submitted by the Officer.

Places of Assignment	Day Estimated	Dates
Health System Response Project, Project Management Unit No, 81/4 Rosemead Place, Colombo 07	As required with in the contract period (Not less than 22 days per calendar month)	Engagement is 12-man month
TOTAL DAYS (Intermittent)	Not applicable	

NOTE : Actual Schedule to be confirmed with user unit

Health System Response 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