

# VACANCY

## Health System Response Project - Asian Infrastructure Investment Bank (AIIB)

### Project Management Unit – Ministry of Health

Asian Infrastructure Investment Bank (AIIB) has agreed to provide financial assistance to procure medical supplies for the Ministry of Health.

Applications are invited for the following position **on full time** basis in the **Project Management Unit (PMU) based in Colombo**. Please note that the initial contract is for one year and is renewed based on performance/ and the requirement.

Position	Qualification	Salary Scale
Senior Finance Officer	<p>1) <b>A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission</b></p> <p><b>Or</b></p> <p>A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field.</p> <p><b>Or</b></p> <p>An associate membership/A similar professional qualification obtained from a recognized professional institution in the relevant field</p> <p><b>Or</b></p> <p>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.</p> <p><b>And</b></p> <p><b>At least 06 years of experience in the required area of specialization.</b></p> <p>2) <b>Having obtained 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.</b></p> <p><b>And</b></p> <p><b>At least 11 years' experience in the required area of specialization</b></p> <p>3) <b>Having obtained a certificate of proficiency not below than the NVQ level 5, issued by a Technical/ Vocational Training Institute accepted by Tertiary</b></p>	<p>Category PS5 in accordance with the Management Circular No. 01/2019 dated 15.03.2019.</p>

	<p><b>and Vocational Education Commission .</b></p> <p>And</p> <p><b>At least 16 years' experience in the required area of specialization.</b></p>	
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***Age Limit***

Under 54 years by 15.04.2024

Duly completed application (compulsory), together with detailed curriculum vitae supported by copies of educational and professional qualifications/experience and names of two non-related referees along with their contact details (telephone/fax/email) should be sent to reach the following address (email/post/by hand) on or before **15.04.2024** in a sealed envelope stating the specific position on the top left of the envelope. Please refer the website for TOR. Applications sent after closing date will be rejected.

**Address - Project Director  
Health System Response Project  
3/19, Kynsey Road, Colombo 08**

**Email - [careers.hsep@gmail.com](mailto:careers.hsep@gmail.com) (for E - Submissions)**

**Website - <https://www.hsep.lk>  
for more information and download the application.**

**Telephone - +94 11 2 697 173/ +94 11 2 056 535**

**Fax - +94 11 2 697 163**

## **Terms and Reference- Senior Finance Officer (PS 5)**

### **Qualification and Experience**

Bachelor's Degree in the relevant field 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 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 for a post related to a technical field and at least 05 years' experience in the required area of specialization

Having obtained a certificate of having obtained 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 for a post related to a technical field and at least 10 years' experience in the required area of specialization

Having obtained a certificate of 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 for a post related to a technical field and at least 15 years' experience in the required area of specialization

### **Terms of Reference**

- Assists in preparation of cash forecast, recurrent and capital expenditure budget
- Assists in detailed variance analysis
- Assists in compliance with Government regulations
- Assists in the preparation of final financial accounts
- Supports the Finance Manager and Accountant with all financial monitoring systems
- Assists in budget monitoring and preparation of monthly expenditure and allocation report
- Assist Procurement Specialist/Procurement Officers where it is necessary
- Review, arrange payment, and record all the project expenditure's vouchers in accordance with financial regulations of ADB/AIIB and the Government
- Ensures accuracy of all financial documents and data entry
- Monitor advance payment settlements
- Ensures the timely disbursement of funds for project implementation
- Responsible for vigilant checking of all payment vouchers, Journals, bank reconciliations, fixed asset register and supporting documentation
- Assists in providing financial information required by all stakeholders including auditors
- Assists in providing necessary schedules and documents for reprogramming activities
- Close collaboration with relevant departments of the Ministry of Finance and the Ministry of Health
- Maintain separate records and accounts adequate to identify the financing resources received and expenditures made on the Project, including the goods, works, and services finance out of the loan proceeds and out of local funds
- Support Finance Manager/Accountant in finalization of annual accounts of the project
- Coordinate with Health System Enhancement Project staff



- Any other tasks designated by the Project Director which may arise out of the course of business

## 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

.....  
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