

### **Format for Advertising**

Post of Coordinating Officer (Pre-intern) medical officer for maternal deaths surveillance (02 vacancies)

Assigned institution : Maternal morbidity and mortality surveillance unit of FHB

Period of assignment : 05 months (August 2025 – December 2025)

Project : Project of Completing Maternal Mortality Surveillance activities,  
Family Health Bureau, De Seram Place Colombo 10

### **Background**

Sri Lanka has reduced the national maternal mortality rate to 25.0 by the year 2023. Regionally Sri Lanka has reported outstanding achievement in maternal mortality reduction compared to most other countries. The Sustainable Development Goal (SDG) target for 2030 has been set at 16 /100,000 live births, hence further reduction of the MMR is mandatory. Being a low mortality setting with a low reduction rate means that further reduction of the MMR will need more focused interventions. As a new initiative to accomplish this, the Confidential Enquiry into Maternal Deaths (CEMD) system has been introduced to the existing surveillance system as to expedite the review process with more detailed information collection. Since January 2025 CEMD system has been expanded to the entire country. This new process need continues follow up of information collection and case scenario preparation in collaboration with hospitals, MOH offices and SLCOG representatives. The CEMD system is currently running in parallel to the existing surveillance process.

The quality and the effectiveness of the review process depends on the timely and complete information gathering and the quality of the available information.

### **Duties and responsibilities**

1. Collect documents/forms and information related to maternal deaths from designated institutes.
2. Data entry and maintenance of the databases on maternal deaths information.
3. Assist in analysis of maternal death statistics.
4. Assist in planning and conducting key steps of the maternal death review process.
5. Any other activities arranged by the National Program Manager or Director/MCH

Selected pre-intern medical officers will be posted to MMMS unit of Family Health

### **Desired qualifications and the experience for the post**

1. Pre-intern medical officer with (Completed medical degree at a reputed local or foreign university)
2. Good command of English and Sinhala or Tamil language
3. Ability to work with Microsoft office applications (Word/ Excel/Powerpoint etc.)
4. Excellent communication skills
5. Previous experience in data collection and computer based data entry (added qualification)

**Duration**

For five months (August 2025 - October 2025)

**Expected output**

To coordinate the information gathering process on maternal deaths, database management and coordination of CEMD process of maternal death surveillance.

**Nature of work**

Full time/part time: Full time

No. of days a week: Five(05) days a week

Working hours per day: Eight (08) hours 08.30am to 4.30pm

**Monthly remuneration:**

Basic Salary	- Rs. 68,380/=
Cost of Living allowance	-Rs. 17,800/=
Total monthly salary	- Rs. 86,180/=

The coordinating assistant is not entitled for any other privileges or claims other than the benefit above from the ministry of health or the funding agency.

Candidates are invited to submit a completed CV with academic qualifications and other desired qualifications for the post. Include copies of the documents contact details and references on or before 21<sup>st</sup> July 2025 to the email [maternaldeathfhb@gmail.com](mailto:maternaldeathfhb@gmail.com).



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