



## VACANCY

### Health System Enhancement Project / Health System Enhancement Project – Additional Financing (ADB Funded) Ministry of Health

Asian Development Bank Funded Health System Enhancement Project and Health System Enhancement Project – Additional Financing under the Ministry of Health & Mass Media, invites applications for the Post of Finance Officer **on a full-time** contract basis in the **Project Management Unit (PMU) based in Colombo 08**. Please note that the initial contract is for one year and is renewed based on performance/ and requirements. The total Project value is USD 183 Mn.

| Position               | Qualification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Salary Scale                                                                          |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>Finance Officer</b> | A Bachelor's Degree in the finance field, which is recognized by the University Grants Commission.<br>Or<br>A qualification recognized by the University Grant Commission as an equivalent qualification to the degree in the relevant field.<br>Or<br>An Associate membership/ A similar professional qualification obtained from a recognized professional institution in the relevant field.<br>Or<br>Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7 issued by a Technical/Vocational Training Institute.<br>And<br>At least 05 years of experience in the required area of specialization. | Category PS6 in accordance with the Management Circular No. 01/2019 dated 15.03.2019. |

#### *Age Limit*

Under 54 years by 26.10.2025

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

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 **26.10.2025** in a sealed envelope stating the specific position on the top left of the envelope. Please refer to the website for TOR. Applications sent after the closing date will be rejected.

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

**Email -** [careers.hsep@gmail.com](mailto: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 and References of Finance Manager**

1. Make the necessary arrangements to obtain the funds from the ADB imprest account
2. Establish and maintain imprest and other accounts acceptable to the government and ADB.
3. Establish appropriate systems for financial control, checks, and balances for financial matters and expenditure items according to ADB guidelines
4. Prepare recurrent and capital expenditure budgets for the project in line with approved funding arrangements
5. Finalization of annual accounts of project and submit it to ADB for review and Auditor General for auditing
6. Check withdrawal applications and submit to ADB for replenishment according to ADB Disbursement Handbook
7. Establish financial management system for all expenditure of the project Prepare annual budget requirement of the project and submit to MOHNIM to include in the annual budget proposal
8. Provide advice to the preparation of project accounts in PIUs on project financial management system and review monthly accounts statements submitted by PIU.
9. Provide a fund utilization report with project disbursement progress to national Project Steering Committee (PSC) for review
10. Maintain separate records and accounts adequate to identify the financing resources received and expenditures made on the Project, including the goods, works, and services financed out of the loan proceeds and out of counterpart funding.
11. Use Statement of expenditure (SOE) procedures to reimburse eligible expenditures and to liquidate advance made into the imprest accounts
12. Coordinate with the Accountants of PIUs regarding financial management matters.
13. Implementation of financial management assessment recommendations by ADB
14. Coordinate with the project internal auditor to facilitate conducting audit checks and strengthen internal control mechanisms for PMU and PIUs
15. Any other duties and responsibilities assigned by the Project Director/Deputy Project Director.