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சுகாதார அமைச்சு

Ministry of Health

Primary Health Care System Strengthening Project

Vacancy Announcement for Deputy Project Director (01 Position-), Monitoring & Evaluation Specialist(01 Position-), Management Assistant(01 Position-), Office Assistant (02 Positions)

Primary Health Care System Strengthening Project is a World Bank-supported project under the Ministry of Health, Nutrition and Indigenous Medicine which will be implemented with the objective of improving the delivery of primary health care services, to address the changing health needs of the population of Sri Lanka. The project results will contribute to the achievement of SDG 3 “ensure healthy lives and promote well-being for all at all ages” and the World Bank institutional priority of achieving universal health coverage. The Project is expected to be implemented over a period of 5 years and has three components include **Component 1-** PHC Restructuring Strategy Implementation, **Component 2-** Project Implementation Support and Innovation Grants, and **Component 3-** Contingent Emergency Response Component.

Applications are being called for the posts of **Deputy Project Director , Monitoring and Evaluation Specialist, Management Assistant, and Office Assistant (2 Positions)** of the Primary Health Care System Strengthening Project. These positions will be based in the Project Management Unit in Colombo. But the selected officers may be requested to travel outside as and when required. Although the working time is 8 hours the selected officer must be ready to work longer as and when required. Also, he/ she will be required to work during weekend if the need arises.

1) Deputy Project Director (01 Position)

Duties and Responsibilities

- Assist the Project Director to ensure technical and operational coordination between various implementing units within the MPCLG
- Ensure preparation of rational action plans by each provincial health departments and necessary approvals are obtained.
- To facilitate the regular timely submission of project-related reports/ documents to DPMM and other institutions as required
- Facilitate organizing of steering and review committees
- Provide technical inputs to stakeholders in achieving set targets in results areas
- Assist the Project Director to scrutinize innovation and research proposals before submission for review
- Support the Project Director for reviewing of implementation issues and in taking necessary actions to mitigate them in consultation with relevant agencies/units
- Provide necessary guidance and technical advice to PMU and Project staff with regard to implementation of the project at provincial level.
- Should cover up the duties of the Project Director, when assigned
- Support Project Director in procurement processes: Technical Evaluation documentation, bidding Process, specification, bid evaluation reports, etc for procurement activities under the project
- Should attend to any other duties as and when assigned.

Qualifications

1. A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission.
With
At least 13 years years post qualifying experience at a Managerial Level out of which 06 years should be in the Senior Managerial Level.
2. A Bachelor's Degree which is recognized by the University Grants Commission.
And
A postgraduate Degree in the relevant field or full membership of a recognized professional institution in the relevant field.
With
At least 11 years post 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 10 years experience in the Class I post.

2) Monitoring & Evaluation Specialist(01 Position)

Duties and Responsibilities

- Monitoring of population empanelment tool and update and maintain database
- Within the M&E framework, conduct monitoring analysis and assessment on results indicators and collect information to measure project performance and achievements.
- Monitoring update of website for PSSP under the guidance of the Project Director and other responsible officers of the project
- Utilization of M&E tool to monitor real time progress on provincial action plan and the results framework.
- Conducting workshops, training and meetings related to the M&E scope.
- Review provincial action plan and tracking progress.
- Preparation of statistical report, plans, proposals and Maps.
- Coordinating and organizing monitoring field visits and mission visits.
- Assisting the project director to prepare reports.

Qualifications

- A successfully completed bachelors degree in relevant field which is recognized by the university grant commission or a qualification recognized by the university grant commission as an equivalent qualification to the degree in the relevant field or an associate membership/ a similar professional qualification obtained from recognized professional institution in the relevant field with , at least 12 years post qualifying experience at managerial level.
- A post graduate 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 9 years post qualifying in managerial level.
- Class one officer of a government - all island services or a similar status in the relevant field with at least 4 years of experiences in the class one post.

3) Management Assistant(01 Position)

Duties and Responsibilities

- Management assistant shall contribute to the overall process and components of the project while coordinating specific activities assigned by the project director with regard to the office manager.
- Management assistant shall engage in project and office management activities including organizing meetings taking minutes preparing letters and maintaining files and records.
- Engage in financial management activities which include preparing vouchers managing inventories and maintaining financial records of the project management unit.
- Attend field supervision where necessary

Qualifications

- Having passed three subjects in GCE (A/L)
- Having passed six subjects with four credit passes in GCE (O/L) examination including Sinhala/Tamil, Mathematics
- Proficiency in Microsoft Office package with skills working in Excel and Word
- Not less than 03 years of work experience in office management related to financial management.
- Work experience in the field of office administration (HR issues, Establishment issues, and file maintenance.) will be considered preferably.
- Experience in foreign-funded development projects implemented by Government entities and proficiency in working the English language would be an added qualification.

4) Office Assistant (2 Positio)

Duties and Responsibilities

- Be responsible to the project secretary on behalf of the Director.
- Assist management assistant to prepare files using agreed colour code.
- Maintain **In & Out** letters/documents/files registry.
- Facilitate necessities of the project staff including project Director (eg drinking water, cleaning utensils, preparing tea/coffee etc when requested)
- Refill the water dispenser on dining table
- Cleaning the dining table after use
- Prepare tea/coffee for visitors, meetings in and out, office staff
- Assist to provide refreshments/stationaries/tokens at the workshop organized by PMU
- Collecting files/ letters from MOH and other institutions.
- Delivering files/letters to relevant institutions/heads/banks
- Purchase office suppliers
- Ensure to keep the dustbin out of the office
- Ensure that energy saving procedures are in practice.
- Make sure to switch off each and every electronic device including fans ACs and Lights when closing office.
- Ensure that handing over and taking over of office key procedures at the J. R. Jayawardene Center security point are properly practiced.
- Any other duties assigned by the Project Director

Qualifications

- Pass six subjects of GCE (O/L) including Mathematic, and Sinhala or Tamil *preferably pass in English
- Basic knowledge on computer and office equipment
- Moderate level fluency in written and spoken use of English language
- **Possessing good conduct.**

General Conditions

- The appointment for the post is on full time basis.
- The contract period will be up to 30 th June 2024.
- The Secretary of the Ministry of Health has the authority to terminate the service of the selected candidate from the post without giving any reasons at any time if he/she wishes that the service of the selected candidate is not necessary anymore. One-month prior notice will be given of the termination of the service.
- Only short listed applicants will be called for interview.
- Selected applicant should be able to take up the appointment immediately.

Age Limit: Under 65 years by **01 st January 2024**

Salary: According to the Management Service Circular No. 01/2019 dated **24th March 2016**

Application with detailed Curriculum Vitae supported by copies of education, experience and other qualifications with names of two non-related referees along with the contact telephone/fax/email address should be sent to reach the following postal address by hand or email (**pssp@health.gov.lk**) on or before **19th January 2024**. Application must be in a sealed envelope with the following stated, on the top left side of the envelope or title of the email ***“Application for the Post of – Primary Health Care System Strengthening Project.***

(Please fill in the blanks with title of the post applied.)

**Project Director-
Primary Health Care System Strengthening Project
3rd Floor, No 191, J.R.Jayawardhana Centre**

Application form

1. Full name of the applicant

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2. Name with Initials of the applicant

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3. Designation of the applicant

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4. National Identity card Number of the applicant *(Please attach a certified copy of the NIC)*

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5. Post Applied for

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6. Contact Details of the applicant Office Address

Office Phone Number	
Office Fax Number	
Mobile Phone Number	
Home Phone Number	
Home Address	
Email Address	

7. Qualification (certified copies to be attached with the CV)

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8. Work experience

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9. Special Comments

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I agree to travel out of Colombo even during weekends as and when required. I certify that the above particulars are correct.

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Signature of applicant

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Date

Observation and Recommendation of the Head of Institution / Decentralized Unit / Specialized Campaign.

I certify the particulars furnished by the applicant, are correct. (State any incorrect information, if furnished by the applicant).

The candidate can be released for the above post from the current employment in the event of being selected.

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Signature of Head of the institution

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Date