



VACANCY

Health System Enhancement Additional Financing Project (ADB Funded) Ministry of Health & Mass Media

Asian Development Bank Funded Health System Enhancement Additional Financing Project – 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 123 Mn.

Position	Qualification	Salary Scale
Finance Officer	<p>01) A Bachelor's Degree in the Finance field/ A qualification recognized by the UGC as an equivalent qualification to a degree in the relevant field.</p> <p>Or</p> <p>A certificate of proficiency not below than the National Vocational Qualification Level 7 issued by a Technical/Vocational Training Institute accepted by Tertiary and Vocational Education Commission, relevant to the finance field.</p> <p>and</p> <p>At least 02 years of experience in the required area of specialization.</p> <p>02) Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6 issued by a Technical & Vocational Training Institute accepted by the Tertiary and Vocational Education Commission,</p> <p>With</p> <p>At least 05 years of experience in the required area of specialization.</p> <p>03) Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6 issued by a Technical & Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.</p> <p>With</p> <p>At least 09 years of experience in the required area of specialization.</p> <p>04) Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5 issued by a Technical</p>	Category F in accordance with the Management Circular No. 02/2026 dated 28.03.2026.

	<p style="text-align: center;">& Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.</p> <p style="text-align: center;">With At least 08 years of experience in the Finance field.</p>	
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Age Limit

Under 54 years by 06.07.2026

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 **06.07.2026** 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. Only shortlisted candidates will be called for the Interview.

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

**Email - 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 Of Reference - Finance Officer

1. Assists in the preparation of the cash forecast
2. Assists in detailed variance analysis
3. Assists in compliance with Government regulations
4. Assists in the preparation of final financial accounts
5. Supports the Finance Manager with all financial monitoring systems
6. Assists in budget monitoring and preparation of the monthly expenditure and allocation report.
7. Assist the Procurement Specialist where it is necessary
8. Ensures accuracy of all financial documents and data entry
9. Monitor advance payment settlements
10. Ensures the timely disbursement of funds for project implementation
11. Responsible for vigilant checking of all payment vouchers, Journals, bank reconciliations, fixed asset register and supporting documentation
12. Assists in providing financial information required by all stakeholders
13. Assists in providing necessary schedules and documents for reprogramming activities.
14. Any other tasks related to finance designated by the Project Director which may arise out of the course of business.

2. EDUCATIONAL QUALIFICATIONS (Attach copies of the Certificates)

I. G.C.E (Ordinary Level) Examination	Index No	
	Year	

#	Subject	Grade	#	Subject	Grade
01.			06.		
02.			07.		
03.			08.		
04.			09.		
05.			10.		

II. G.C.E (Advanced Level) Examination	Index No	
	Year	
	Stream	
	Z-Score	

#	Subject	Grade	#	Subject	Grade
01.			03.		
02.			04.		

3. ACADEMIC QUALIFICATIONS (Attach copies of the Certificates)

University	Period	Major Field	Degree / Diploma	Class (If Any)	Year

4. PROFESSIONAL QUALIFICATIONS (Attach copies of the Certificates)

Institution	Period	Field of Study / Training	Qualification	Year

Institution	Period	Field of Study / Training	Qualification	Year

5. WORK EXPERIENCE (Attach copies of the Service Certificates)

Organization	Period	Position Held	Nature of Work

6. ANY OTHER QUALIFICATIONS (If any)

7. TWO NON-RELATED REFEREES

Name	Position	Address	Telephone No

8. DECLARATION OF THE APPLICANT

I respectfully declare that the particulars furnished by me in this application are true and correct to the best of my knowledge. I agree to bear the loss which may occur due to incomplete and/or incorrect completion of any part of this application. Further, I state that, all sections of this application completed are true and correct to the best of my knowledge.

I shall not subsequently change any information stated above.

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Date

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Signature of the Applicant

9. (THIS PART IS APPLICABLE ONLY FOR CANDIDATES WHO ENGAGE IN GOVERNMENT EMPLOYMENT) ATTESTATION OF THE HEAD OF THE DEPARTMENT / INSTITUTION)

I hereby certify that Dr./Mr./Mrs./Miss
who is working in this ministry /department /institution, is working in the post of
..... and his/her work and conduct
are satisfactory, no disciplinary action pending against him/her and no decision has been
taken to impose any such in the future. If he/she will be selected for this post, he/she
can/cannot be released from the service.

.....
Date

.....
Signature of the Head of the
Department /Authorized Officer

Name:

Designation:

Address: