

VACANCY

Health System Enhancement Project

Ministry of Health

Driver – Project Management Unit

Applications are invited for an experienced Driver for the Project Management Unit of Health System Enhancement Project funded by Asian Development Bank under the Ministry of Health.

Qualifications and Experience

Completed Secondary Level education with 3 years of work experience as a driver with a safe driving record. Should have knowledge of driving rules and regulations, local routes.

Terms and Reference

- Drive the assigned vehicle for the Project Management Unit on official business travel
- Ensure day-to-day maintenance of the assigned vehicle; checks oil, water, battery, tires, etc.; Get minor repairs done and timely inform arranging for any other repairs necessary to keep the vehicle in good running condition. Keep the vehicle safe and technically sound at all times; maintain the vehicle in clean conditions, maintenance of running charts.
- Ensure all required documents/supplies including vehicle insurance, vehicle registration, vehicle logs, fuel and mileage records etc., are regularly updated.
- Assist in the delivery of mail/supplies etc.,
- Render service during Saturdays, Sundays and holidays and beyond the designated official working hours when required
- Perform other official duties as may be directed by the Project Director /authorized staff
- Attend the duties on time in authorized attire and personal grooming.
- Should adhere to the rules/regulations/directives and ethical conduct prescribed for Drivers of the Ministry of Health.

Age Limit

Under 50 years by 26/03/2024

Salary Scale

PL3 /2016

Duly completed application together with detailed curriculum vitae with a photograph supported by copies of educational qualifications, experience and names of 2 non-related referees along with their contact telephone/fax/email address should be sent to reach the following address on or before 26.03.2024 in a sealed envelope stating "Application for the Post of Driver - Health System Enhancement Project" on the top left of the envelope.

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

Email - hsep.pmu@gmail.com (for E - Submissions)

Telephone - +94 11 2 697 173

Fax - +94 11 2 697 163

Health System Enhancement 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

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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

Date