



VACANCY

Health System Enhancement Project – Additional Financing (ADB Funded)

Ministry of Health & Mass Media

The Asian Development Bank-funded Health System Enhancement Project – Additional Financing under the Ministry of Health & Mass Media invites applications for the post of **Procurement 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
Procurement Officer	1. A Bachelor's Degree/ A qualification recognized by the University Grants Commission as an equivalent qualification to a degree in the relevant field. Or A certificate of proficiency not below than the National Vocational Qualification Level 7 issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission, relevant to the Technical Field of the post. And At least 03 years of experience in the required area of specialization. 2. 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, relevant to the technical field of the post. And At least 06 years of experience in the required area of specialization. 3. A certificate of Proficiency not below than the National Vocational Qualification Level 5 issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission, relevant to the technical field of the post. And At least 09 years of experience in the required area of specialization.	Category F in accordance with the Management Circular No. 02/2026 dated 28.03.2026.

Age Limit

Under 54 years by 14.10.2026

Duly completed application (compulsory), together with a 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 **14.10.2026** in a sealed envelope stating the specific position on the top left of the envelope. Please refer to the website for the 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 (for E - Submissions)

Telephone - +94 11 2 697 173/ +94 11 2 056 535

Fax - +94 11 2 697 163

Terms of References - Procurement Officer

- Support the Deputy Project Director and the Procurement Specialist (PMU) in all procurement and contract management matters;
- Strengthen capacity of PIUs staff in all procurement and contract management matters, ensuring that they have a sound understanding of the ADB systems and good practices;
- Ensure the procurement performance monitoring system is integrated into PIU's monitoring system
- In charge for all project related procurements, including quotations, analysis and approvals for purchases / imports etc.
- Execution of the procurement of Medical Equipment, Health Products, Goods, Services including Consultancy Services, Civil Works, Non-Health products and Non-Health Equipment complying with the NPA procurement guidelines, ADB guidelines and Ministry of Finance regulations on Procurement.
- Preparing necessary documentation for procurement e.g. bid documents to invite bids under International Competitive Bidding, National Competitive Bidding and National Shopping Procedures
- Ensuring that all procurements are according to ADB guidelines
- Supporting the Technical Evaluation Committee with the preparation of the Technical Evaluation Committee Report in line with the NPA guidelines.
- Support the Project Procurement Committee (PPC) with regard to the award of contracts and other issues related to procurement and ensure minutes of meetings and documentation are available
- Monitor the procurement activities of the PPC and Ministry Procurement Committee for compliance
- Maintain records of all items purchased and relevant details thereof with registers of assets and inventoried items.
- Preparation of contractual agreements.
- Maintain contact with supplies and ensure goods / orders are delivered on time to the correct locations as per instructions issued
- Provide necessary support in developing procurement strategies for packaging works for subprojects and consultant's services to PMU.

- Ensure any areas of non-compliance in procurement and contract management are detected through verification of claims and reported to Deputy Project Director (PIU) and provide recommendation for remedial action.
- Prepare regular Monitoring reports for Tender Evaluation Committees.
- Any other tasks related to procurement designated by the Project Director/Deputy Project Director which may arise out of the course of business.