

ADVERTISEMENT

Recruitment of two Research Assistant posts on a temporary basis to coordinate the first aid programme, supported through the UNICEF pandemic preparedness fund by the Injury Prevention and Management Unit, Directorate of Non-Communicable Diseases, Ministry of Health, Sri Lanka

Duties and responsibilities for the recruited pre-intern medical graduate

- Facilitate coordination at the national and district levels and liaise with stakeholders
- Facilitate consultative meetings, training workshops and other relevant programs
- Support preparation of proposals, presentations, programme documents, guidelines, training materials, and reports
- Prepare brief progress updates, and meeting minutes
- Support monitoring of the training workshops and programmes
- Liaise with relevant officials and institutions at provincial, district, and MOH level to facilitate field activities and timely reporting of the progress
- Conduct field visits as required with relevant teams to support supervisory visits.
- Any other duties assigned by the Head of the Injury Prevention and Management Unit, Directorate of Non-Communicable Diseases

Desired qualifications and experience for the post

- Pre-intern Medical Graduate with MBBS Degree or equivalent, who is getting the internship in 2027
- Good writing and communication skills in Sinhala/Tamil and English
- Basic proficiency in Microsoft Office and Google Workspace
- Experience with proposal writing, data entry and basic analysis
- Hard working and motivated individual
- Ability to coordinate across multiple stakeholders
- Ability to work independently and within a team.

Duration

- For a period of six (6) months (November 2026 – April 2027)

Nature of work:

- Full time/ part time: Full time
- Place of work: Injury Prevention and Management Unit, Directorate of Non-Communicable Diseases - (But as per the requirement, may need to travel to districts to coordinate the activities with the relevant officials)
- Usual working hours per day: 8.30 am to 4.15 pm on 5 weekdays (But as per the requirement, during weekends and beyond the usual working hours may have to work)

Monthly remuneration:

LKR 94,265.00 (Basic salary – LKR 76,465.00+ Cost of living allowance -17,800.00)

Candidates are requested to email an updated CV with a cover letter with copies of relevant qualifications and contact details of two referees and indicating availability and willingness to travel to toacutened@gmail.com on or before 16.10.2026.

Annexure-1

Terms of Reference (TOR) for the recruitment of two Research Assistant posts on a temporary basis to coordinate the firstaid programme, supported through the UNICEF pandemic preparedness fund by the Injury Prevention and Management Unit, Directorate of Non-Communicable Diseases, Ministry of Health, Sri Lanka

Background and Justification

The Injury Prevention and Management Unit of the Directorate of NCD is responsible for policy guidance, technical direction, guideline development, capacity building, surveillance, monitoring and evaluation, coordination with provincial, and regional levels, and partnership building to reduce the burden of injuries in Sri Lanka.

Injuries are the leading cause of hospitalization for decades. Each year, an estimated 1,000,000 or more victims are admitted for inpatient care, and about 10,000 to 11,000 people die. On average, Sri Lanka loses about 30 people per day due to injuries. Many victims are in the economically productive age group, and injuries are the top cause of death in this age group. This creates a heavy cost for treatment and rehabilitation, and affects economies of families, communities, and the country.

Timely first aid reduces deaths, complications, and disability by bridging the period between the event and clinical care. Strengthening post-event care management, including first aid, is recognised as a priority in the “National Policy and Strategic Framework on Injury Prevention and Management, 2016”, and in the “Multi Sectoral Strategic Action Plan on Injury Prevention and Management 2023 to 2027”. With support from the UNICEF Pandemic Preparedness Fund, the Directorate of NCD will coordinate a national First Aid Programme focused on 1,000 high-risk Grama Niladhari divisions. In addition, this programme includes district and MOH-level activities, including establishment of the trainers’ pool, training of first responders, and training for different groups. The programme has developed national first aid guidelines, trainers’ guide, comprehensive training curricula, trainees’ handbook, and other relevant training materials.

The Injury Prevention and Management Unit of the Directorate of Non-Communicable Diseases will handle overall coordination, monitoring, supervision, and other programme tasks, in addition to its routine work, with very limited resources, without any permanent Medical Officers attached to the unit. Therefore, the Directorate proposes recruiting Research Assistants for the Injury Prevention and Management Unit on a temporary basis, to ensure the

smooth functioning of the scheduled activities under this programme. Given the planned work across 1,000 high-risk Grama Niladhari divisions, added support is required for guideline finalization, training logistics, data management, and routine reporting. Research assistants will facilitate in coordination with RDHS and MOH teams, and track outputs such as sessions conducted. This short-term addition will keep activities on schedule and maintain quality standards.

Objectives of the programme

1. Develop and implement standardized first aid guidelines, training manuals, and curricula.
2. Establish a sustainable trainer pool at RDHS, MOH, and regional training center levels.
3. Conduct training for key community groups and first responders and track coverage and quality.

This programme is planned to implement in 4 phases as mentioned below.

- Phase 1: Development of guidelines, curriculum, and training materials at the national level.
- Phase 2: Establishment of the trainers' pool.
- Phase 3: Training of first responders
- Phase 4: Training of specific community groups

Purpose of the position

Research Assistants will provide operational support for the planning, coordination, implementation, monitoring and evaluation of first aid training activities. They will act as the bridge between the programme management, trainers, and community participants to ensure the smooth functioning of the scheduled activities in the programme.

Proposed activities for the recruited pre-intern medical graduates

- Facilitate coordination at the national and district levels and liaise with stakeholders.
- Facilitate consultative meetings, training workshops and other relevant programs
- Support preparation of proposals, presentations, programme documents, guidelines, training materials, and reports
- Prepare brief progress updates and meeting minutes

- Support monitoring of the training workshops and programmes
- Liaise with relevant officials and institutions at provincial, district, and MOH level to facilitate field activities and timely reporting of the progress
- Conduct field visits as required with relevant teams to support supervisory visits.
- Any other duties assigned by the Head of the Injury Prevention and Management Unit, Directorate of NCD

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- **Usual working hours per day:** 8.30 am to 4.15 pm on 5 weekdays (But as per the requirement during weekends and beyond the usual working hours may have to work)
- **Monthly remuneration:** LKR. 94,265.00 (Basic salary – LKR 76,465.00 + Cost of living allowance -17,800.00)

Required qualifications and skills (Minimum)

- MBBS Degree or equivalent with pending internship in 2027
- Good writing and communication skills in Sinhala/Tamil and English
- Basic proficiency in Microsoft Office and Google Workspace.
- Experience with proposal writing data entry and basic analysis.
- Hard working and motivated individual
- Ability to coordinate across multiple stakeholders
- Ability to work independently and within a team.

Reporting and supervision

- Primary supervisor: National Programme Manager, Injury Prevention and Management Unit, Directorate of NCD.

Leave and attendance

- Leave will follow Ministry rules for temporary staff. Prior approval is required.

Termination

- Either party may end the engagement with notice as per Ministry rules. Misconduct, safeguarding breaches, or persistent poor performance may lead to immediate termination.

Selection process

- Open call for applications.
- Shortlisting against the required qualifications.
- Panel interview and reference checks.
- Offer subject to document verification and compliance with Ministry regulations.

Application instructions

- Submit a CV with a cover letter, copies of relevant qualifications, and contact details of two referees.
- Indicate availability and willingness to travel to coordinate first aid programme at the regional level.

NB:

- The selection of pre-intern medical graduates will be conducted via interviews, with final decisions made by the Non-Communicable Diseases, Ministry of Health, Sri Lanka
- The pre-intern medical graduate is eligible only for the benefits specified by the Ministry of Health or the funding agency, with no additional privileges or claims.
- The Director (Non-Communicable Diseases), Ministry of Health, Sri Lanka reserves the right to adjust or amend the scope of work as needed.

Approval

This TOR takes effect upon approval by the Director, Non-Communicable Diseases.


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Dr. Shreeni Alahapperuma
Director (Non-Communicable Diseases)
Ministry of Health & Mass Media
Director, NCD


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Dr. Samitha Sirithunga
Consultant Community Physician

DR. T. L. S. S. SIRITUNGA
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