

VACANCY

Health System Enhancement Additional Financing Project – Ministry of Health and Mass Media

Project Office Assistant

Asian Development Bank Funded Health System Enhancement Project – Additional Financing under the Ministry of Health & Mass Media, invites applications for the post of Project Office Assistant on a full-time contract basis in the Project Management Unit (PMU) based in Colombo 08. The initial contract is for one year and is renewed based on performance/ and requirements.

Qualification and Experience

Passed GCE O/L and GCE A/L, Experience in the use of computers and office software packages, Good in English, and Prior working experience in a similar capacity and experience of working on projects will be an added qualification.

Age Limit: 18-40 years by 15.09.2026

Salary Scale:

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 **15.09.2026** in a sealed envelope stating the specific position on the top left of the envelope. Applications sent after the closing date will be rejected.

Only shortlisted candidates will be called for an 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

Main Duties and Responsibilities- Project Office Assistant

- Will support the office secretary for screening and directing telephone calls when required
- Receives, greets, and directs visitors, facilitates hospitality for official meetings
- Receives and prepares for sending the office mail (postage & courier), faxes etc.
- Files and logs correspondence, including incoming and outgoing communications as instructed by senior staff members. Ensure files and records are maintained in good order while maintaining their confidentiality
- Photocopies or scans materials upon request
- Assist and provide administrative and logistics support to the office
- Assists in receiving and safekeeping of office supplies. Archiving documents/folders in consultation with the relevant officer.
- Maintains contact lists of phone and postal mail addresses of government units, organizations, and institutions
- Provide support and assistance to project-related activities
- Perform any other duties and responsibilities as assigned by the Project Director/Deputy Project Director and other senior staff