

# VACANCY

## MINISTRY OF HEALTH

### Health System Enhancement Project/ Health System Enhancement Project (AF)

#### Project Implementation Unit

Through Asian Development Bank funded Health System Enhancement Project, is proposed to carry out reforms of the Primary Health Care Services proposed by the Primary Health Care Policy in Central, North Central, Sabaragamuwa and Uva Provinces.

Applications are invited for the position of Project Accountant on full time basis in the Project Implementation Unit (PIU) based in *Rathnapura (Sabaragamuwa Province)*

Position	Qualification	Salary Scale
<b>Project Accountant</b>	A Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission, <b>Or</b> A qualification recognized by the University Grants Commission as an equivalent qualification at the degree in the relevant field <b>Or</b> An Associate membership/ A similar professional qualification obtained from a recognized professional institution in the relevant field <b>With</b> At least 09 years post qualifying experience in the relevant field  An officer of the Government All Island Services, Class III/II or above or similar status in the relevant field with at least 7 years' experience in Class II/III post.	Category PS4 in accordance with the Management Circular No. 01/2019 dated 15.03.2019

#### Age Limit

Under 54 years by 20.03.2024

**Further details and the application form** can be **downloaded** from <https://www.hsep.lk/>

Duly completed application (compulsory), with detailed curriculum vitae supported by copies of education and professional qualifications, experience and names of two non-related referees along with their contact telephone/fax/email address should be sent to reach the following address on or before **20.03.2024**, in a sealed envelope stating the specific position on the top left of the envelope. Applications sent after closing date will be rejected.

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

**Email - [hsep.pmu@gmail.com](mailto:hsep.pmu@gmail.com)** (for E - Submissions)

**Telephone - +94 11 2 697 173 Fax - +94 11 2 697 163**

## **Terms and Reference – Project Accountant**

1. Make arrangements to obtain the necessary funds from the ADB impress account;
2. Establish and maintain impress and other accounts acceptable to the government and ADB;
3. Establish appropriate systems for financial control, checks, and balances for financial matters and expenditure items according to ADB guidelines;
4. Prepare recurrent and capital expenditure budgets for the project in line with approved funding arrangements;
5. Maintain separate records and accounts adequate to identify the financing resources received and expenditures made on the Project, including the goods, works, and services finance out of the loan proceeds and out of local funds;
6. Assist the Deputy Project Director in preparation of disbursement plans in accordance with the Project Administration Manual
7. Prepare quarterly financial forecasts and requests for advancement of funds
8. Prepare budget estimates for all project activities, trainings/workshops/seminar
9. Review, arrange payment, and record all the project expenditure's vouchers in accordance with financial regulations of ADB and the Government
10. In-coordination with PMU/PIU summarize project expenses and prepare periodic financial reports and statements as required by GOSL/ADB and for other relevant units, entities and authorities
11. File all financial documents and prepare necessary facilities and support to work with audit agencies (General audit, Internal audit and ADB audit) or financial inspection agencies as required. Attend periodical audit reviews arranged by the PMU.
12. Provide guidance and update project staff at the PIU on financial and accounting procedures, regulations, reporting and record keeping.
13. Work closely with the Project Finance Manager (PMU) and Project Internal Auditor (PMU) to facilitate implementing project related activities per GOSL/ADB rules, regulations, guidelines and procedures
14. Closely liaise with PMU and PIU staff regularly to facilitate in executing accounting functions
15. Any other duties and responsibilities assigned by the Project Director/Deputy Project Director

# 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

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Date