



# VACANCY

**Health System Enhancement Project – Additional Financing  
(ADB Funded)  
Ministry of Health and Mass Media**

Asian Development Bank Funded Health System Enhancement Project – Additional Financing under the Ministry of Health & Mass Media, invites applications for the posts of Project Coordinator and Management Assistant 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.

<b>Position</b>	<b>Qualification</b>	<b>Salary Scale</b>
<b>Project Coordinator</b>	<p>1) A Bachelor's Degree/ A qualification recognized by the University Grants Commission as an equivalent qualification to a degree in the relevant field.</p> <p style="text-align: center;">Or</p> <p>A certificate of proficiency not below than the NVQ Level 7 issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.</p> <p style="text-align: center;">And</p> <p>At least 02 years of experience in the required area of specialization.</p> <p>2) A certificate of proficiency not below than the NVQ Level 6 issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.</p> <p style="text-align: center;">And</p> <p>At least 05 years of experience in the required area of specialization.</p> <p>3) A certificate of Proficiency not below than the NVQ Level 5 issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.</p> <p style="text-align: center;">And</p> <p>At least 08 years of experience in the required area of specialization.</p>	Category F in accordance with the Management Circular No. 02/2026 dated 28.03.2026.
<b>Management Assistant</b>	<ul style="list-style-type: none"><li>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 in projects will be an added qualification.</li></ul>	As per the Public Administration Circular No. 10/2025 dated 25.03.2025

***Age Limit***

Under 64 years 17.05.2026

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

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 **17.05.2026** in a sealed envelope stating the specific position on the top left of the envelope. Please refer to the website for 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](mailto:careers.hsep@gmail.com) (for E - Submissions)**

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

**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

.....  
Date

- This application should accompany following documents
  - a) Curriculum vita with a photograph
  - b) Certified Copies of
    - NIC/Passport
    - Academic Qualifications
    - Professional Qualifications
    - 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

## **Terms and References of Project Coordinator**

- Assist Project Director/Deputy Project Director in various activities such as budget monitoring, procurement planning, office management and organizing meetings (High Level Ministerial Project Steering Committee, Project Management Unit etc.,)
- Ensure that regular reviews are conducted as per timelines, necessary updates etc., are shared with concerned units and organizations (Provinces, ADB), and action taken, reports are collected and presented to concerned authorities.
- Bring to the attention of the Project Director any operational challenges in a timely manner and propose solutions and alternative strategies for overcoming these issues
- Assist the Project Director/Deputy Project Director and other Technical officers in ensuring the project adheres to the framework and all documentation is maintained appropriately
- Maintain and monitor project plans to facilitate within the given timelines. Identify and resolve operational problems, and improvements required to meet the standards in processes in consultation with the Project Director/Deputy Project Director.
- Work closely with Project Implementation Units (PIUs) in 4 Provinces and other strategic partners to ensure project interventions, implementation is in line with ADB/GOSL policies, procedures, rules and regulations where applicable.
- Collate project risks and issues from various sources (PMU, PIU, other stakeholders, vendors) and present it to the Project Director/Deputy Project Director for initiating required action.
- Ensure that the Project Management Unit (PMU) and all Project Implementation Units (PIUs) team members understand the scope of the project and their individual responsibilities.
- Provide administrative support to PMU and PIUs as and when needed
- Any other duty and responsibility assigned by the Project Director/Deputy Project Director.

## **Terms and References of Management Assistant**

- Provide administrative support for meetings, seminars, workshops and training programs.
- Update and maintain fixed assets register/inventory of the Project.
- Responsible for the collection of documents from regional offices and points in the periphery and other relevant Ministries, Departments, and Institutions.
- Maintain a comprehensive filing system in collaboration with colleagues for all documents, reports, presentations and other material related to procurements, meetings, seminars, workshops and other areas of work and timely retrieval.
- Maintain a document management system including record room.
- Attend to correspondence in and out and maintain correspondence logs.
- Maintaining store management and logistics management (Security, Utility Bills, Transport etc.)
- Maintain administrative registers (Transport, utility services, janitorial and security) and office maintenance.
- Handle administrative requests and queries from Senior Officers.
- Screens and directs telephone calls, receives, greets and directs visitors, facilitates hospitality for official meetings.
- Receives and prepares for sending the office mail (Postage & Courier) faxes etc., Files, correspondence, including incoming and outgoing correspondence, inserts data and maintains records as instructed by senior staff members.
- Photocopies or scans materials upon request.
- Maintain PMU assets, including records; assist in the Inventory process and with archiving documents/ folders; perform other duties, as required.
- Tasks related to finance and procurement assigned by the Project Director/ Deputy Project Director depending on the service requirement.
- Any other tasks related to finance designated by the Project Director/Deputy Project Director, which may arise out of the course of business