



## VACANCY

**For the Post of Procurement Officer – PIU Central Province**  
**Health System Enhancement Project (ADB Funded)**  
**/ Health System Enhancement Additional Financing Project**  
**Ministry of Health**

Asian Development Bank-funded Health System Enhancement Project/Health System Enhancement Additional Financing 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. The project value is USD183 Million, and the project closure is scheduled for 31<sup>st</sup> May 2026.

Applications are invited from Professionals for the post of **Procurement Officer** on a full-time basis in the Project Implementation Unit (PIU) *based in Kandy (Central Province)*.

Position	Qualification	Salary Scale
<b>Procurement Officer</b>  Project Implementation Unit (PIU) based in Kandy	(1) <i>A Bachelor's Degree</i> in the relevant field, which is recognized by the University Grants Commission  Or (2) A qualification recognized by the University Grant Commission as an <i>equivalent qualification</i> to the degree in the relevant field.  Or An Associate Membership/ A similar professional qualification obtained from a recognized professional institution in the relevant field.  Or Having obtained 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 and a minimum 3 years' experience in the required area of specialization.	Category PS6, in accordance with the Management Circular No. 01/2019 dated 15.03.2019

	<p>(3) Having obtained a certificate of proficiency not below than the NVQ level 6 issued by a technical/vocational training institute accepted by tertiary and vocational education commission and minimum 8 years of experience in the required area of specialization.</p> <p>(4) Having obtained a certificate of proficiency not below than the NVQ level 5 issued by a technical/vocational training institute accepted by tertiary and vocational education commission and minimum 13 years' experience in the required area of specialization.</p>	
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***Age Limit***

Under 55 years by 15.09.2025

**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 details (telephone/email) should be sent to the following address (email/post/by hand) on or before **15.09.2025**, in a sealed envelope stating the specific position on the top left of the envelope. Applications sent after the closing date will be rejected. For further clarifications, please call **Preethika on 0763026311**.

**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 - 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

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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

## **Terms of References - Procurement Officer – Project Implementation Unit**

- Support the Project Director, Deputy Project Director, and the Procurement Specialist (Project Management Unit) in all procurement and contract management matters;
- Strengthen the capacity of Project Implementation Unit 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 of all project-related procurements, including quotations, analysis, and approvals for purchases/imports etc.
- Execution of the procurement of Goods, Civil Works, ADB guidelines, and Ministry of Finance regulations on Procurement.
- Preparing necessary documentation for procurement e.g. bid documents to invite bids under National Competitive Bidding and National Shopping Procedures, Limited Competitive Bidding, and Direct Procurement.
- 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 ADB guidelines.
- Support the Procurement Committee with regard to the award of contracts and other issues related to procurement and ensure minutes of meetings and documentation are available
- Maintain records of all items purchased and relevant details thereof with registers of assets and inventoried items.
- Preparation of contractual agreements.
- Maintain contact with suppliers 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.
- 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.
- Ensure obtaining of PCSS number from the ADB.
- Any other tasks related to procurement designated by the Project Director/Deputy Project Director which may arise out of the course of business.

