



MINISTRY OF HEALTH, SRI LANKA
OFFICE OF THE DEPUTY DIRECTOR GENERAL
(MEDICAL SERVICES II)

CAREER OPPORTUNITY
RECRUITMENT OF PROJECT ASSISTANTS (02 POSTS)

**Strengthening of Coordination Mechanism for Hazard Mapping and
Action Planning to Enhance Community Protection and Resilience**

ELIGIBILITY

Pre-intern Medical Graduate with MBBS Degree or equivalent, who is getting the internship after 2027 April.

KEY RESPONSIBILITIES

-  Facilitate & coordinate project activities at national & district levels
-  Participate in supervisory field visits & hazard/risk mapping in GN Divisions
-  Facilitate consultative meetings, workshops & training programs
-  Support preparation of proposals, guidelines & reports & databases
-  Develop participant database & feedback management

DESIRED QUALIFICATIONS

-  Excellent communication in English & Sinhala/Tamil
-  Basic proficiency in MS Office & Google Workspace
-  Experience with proposal writing, data entry & basic analysis
-  Ability to coordinate with stakeholders & work independently/in teams
-  Hard-working, motivated individual working hours (8.30 am to 4.15 pm on weekdays, weekend/extra hours as needed)



DURATION: 6 Months
(November 2026 - April 2027)



NATURE OF WORK:
Full-Time (8.30 am to 4.15 pm on weekdays, weekend/extra hours as needed)



PLACE OF WORK:
DDG (MS) II Office (requires travel to districts as needed)



MONTHLY REMUNERATION:
LKR 94,265.00

HOW TO APPLY

Please email your updated CV (max 2 pages), a cover letter, copies of relevant qualifications, and the contact details of two referees (indicating availability & willingness to travel) to:

ddgms2@health.gov.lk



DEADLINE: ON OR BEFORE 17.10.2026

Recruitment of two Project Assistants on a temporary basis for the Strengthening of Coordination Mechanism for Hazard Mapping and Action Planning to Enhance

Community Protection and Resilience, DDG MS 11 Office, Ministry of Health, Sri Lanka

Duties and responsibilities for the recruited pre-intern medical graduate

- Facilitate and coordinate the project at the national and district levels and liaise with stakeholders.
- Participate in supervisory field visits as required with relevant teams.
- Supervise participatory hazard identification, risk assessment, and resource mapping exercises in selected GN Divisions.
- Facilitate consultative meetings, training workshops and other relevant programs
- Support preparation of proposals, presentations, program documents, guidelines, training materials, and reports
- Facilitate the monitoring, evaluation, and recognition of the program at district level and national level
- Contribute to the establishment of a sustainable and community-owned approach to risk reduction and emergency preparedness in the selected GN Divisions.
- Develop a Participant Database & Feedback Management
- Any other duties assigned by the DDG MS 11.

qualifications and experience for the post

- Pre-intern Medical Graduate with MBBS Degree or equivalent, who is getting the internship after 2027 April.
- 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

- Place of work: DDG MS 11 Office (But as per the requirement, may need to travel to districts to coordinate the activities)
- 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

Candidates are requested to email an updated CV (not more than two pages), a cover letter, copies of relevant qualifications, and the contact details of two referees, indicating availability and willingness to travel, to ddgms2@health.gov.lk before 17.10.2026.