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சுவசிரிபாய  
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Your No. : )

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திகதி ) 10 .10.2018  
Date )

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சுகாதார, போசணை மற்றும் சுதேச வைத்திய அமைச்சு  
**Ministry of Health, Nutrition & Indigenous Medicine**

**ASIAN DEVELOPMENT BANK FUNDED HEALTH SYSTEM ENHANCEMENT PROJECT**

In keeping with Sri Lanka's global commitments, health sector is committed among others, to realize in full measure, achievement of sustainable development goals relevant to the sector and acknowledges the key strategy, universal health coverage (UHC) related to the health goal. The Asian Development Bank has come forward to invest in the health sector in Sri Lanka aimed at developing primary health care facilities in socially, economically and geographically vulnerable areas in provinces North Central, Central, Sabaragamuwa, and Uva along with improving Health Surveillance Capacity in the country. The proposed project has the following three components;

- Component 1 — Primary Health Care strengthening especially in lagging targeted Provinces
- Component 2 — Strengthening of Health and Disease Surveillance Capacity
- Component 3 — Policy development and Project Management Support

Project implementation is scheduled for 5 years from 2018 to 2023.

Applications are invited for the post of Procurement Specialist of the Health System Enhancement Project on full time basis in the Project Management Unit (PMU) based in Colombo.

**Main Duties and Responsibilities**

- Support and assist the Project Director/Deputy project Director in all procurement and contract management matters
- Facilitate development of Procurement plan with timelines for all procurement under the project (Central and Provincial) levels.
- Assess the capability of relevant PMU and PIU staff in procurement and contract management and ensure their capacity development for following ADB systems and good practices
- Preparation of bid documents for goods, civil works and services, and implementation of the procurement process according to the ADB guidelines
- Support in finalization of procurement plan and initiate all procurement activities including advance procurement.

- Guide and advise PMU and PIU staff and ensure all activities related to bid invitation, evaluation, contract awarding, contract implementation, works supervision and reporting, is undertaken on a timely basis.
- Coordinate with project Finance Manager for computation of payments, communications with contractors, assessing suggested contract variations and timely payment to suppliers.
- Development of procurement performance monitoring system and ensure adherence by the PMU and PIUs.
- Ensure procurement procedures followed are in compliance with legislation, policies, guidelines, systems and procedures of ADB, and the relevant updates
- Monitor and report compliance with required procurement and contract management systems including any improvements to them
- Assist the Ministry of Health, Nutrition & Indigenous Medicine (MOHNIM), PMU and PIUs Procurement Officers in ensuring compliance with applicable documentation requirements i.e. ADB No Objection Letter Policy
- Provide technical advice on procurement strategies for packaging works for subprojects and consultant services to PMU and PIUs;
- Ensure any non-compliance in procurement and contract management is detected through verification of claims and reported to the PMU management, and others. Required action is taken based on agreements and suggestions for improvements
- Ensure monitoring reports are regularly prepared on Tender Evaluation Committee processes and circulated
- Carry out any other procurement and contract management related activities in the programme assigned by Project Director/Deputy Project Director.
- Any other duties and responsibilities as assigned

### **Reporting Obligations**

The Procurement Specialist will work under the direction of the Project Director/ Deputy Project Director

### **Qualifications & Experience**

In accordance with the Management Circular No. 01/2016 dated 24<sup>th</sup> March 2016 1, 2 or 3 below

1. A Bachelor's Degree in the relevant field recognized by the University Grants Commission with minimum 10 years of post-qualifying experience at managerial level which includes minimum 5 years at Senior managerial level
- Or
2. A Bachelor's Degree in relevant field recognized by the University Grants Commission and a Postgraduate Degree or full membership of a recognized professional institution in the relevant field with minimum 8 years of post-qualifying experience at managerial level.
- Or
3. Class 1 officer of a Government all Island services or a similar status in the relevant field with minimum 7 years' experience in the Class 1 post.

## General Conditions

- Appointment for the post is on full time basis.
- The initial contract period will be for 1 year. Renewal will be done on performance basis until the project is completed.
- The candidate if selected to the post is allowed to resign from the post by giving 1 month prior notice to the Secretary of MOHNIM.
- The Secretary of MOHNIM has the authority to terminate the service of the selected candidate from the post with the concurrence of the ADB without giving any reasons at any time, if the service of the selected candidate is not necessary anymore. 1 month prior notice will be given for the termination of the service.
- Only short listed applicants with required qualifications will be called for an interview.
- Selected candidates should be ready to take up the appointment immediately or as requested by the Secretary of MOHNIM.
- Candidates currently employed in the government sector should send their applications through head of institution/department. Head of institution/department should indicate that the candidate will be released from the current employment in the event of being selected to the post.
- No officer will be selected if he/she has been subjected to any disciplinary action during his/her career.

## Age Limit

Under 65 years by 31<sup>st</sup> October 2018

## Salary

Level PS 3, in accordance with the Management Circular No. 01/2016 dated 24<sup>th</sup> March 2016.

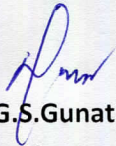
Duly completed attached application form together with a detailed curriculum vitae supported by copies of education and professional qualifications, experience and names of 2 non-related referees along with the contact telephone/fax/email address. Application should be send to reach the following address **on or before 31<sup>st</sup> October 2018**, in a sealed envelope stating "Application for the post of Procurement Specialist - Health System Enhancement Project" on the top left of the envelope;

### Project Director

**Health System Enhancement Project**

**Ministry of health Nutrition & Indigenous Medicine**

**3/19, Kynsey Road, Colombo 8.**



**B.G.S. Gunathilake**

**Secretary**

**Ministry of Health, Nutrition & Indigenous Medicine**

**B. G. S. Gunathilake**  
**Secretary**  
**Ministry of Health, Nutrition & Indigenous Medicine**  
**"Suwasiripaya"**  
**385, Rev. Baddegama Wimalawansa Thero Mawatha,**  
**Colombo 10. Sri Lanka**

# Application Form

## ADB Funded Health System Enhancement Project

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. Age (as at 30 April 2018)

	y			m			d
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4. National Identity card number of the applicant  
(Please attach a certified copy of NIC)

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5. Present place of work

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6. Designation

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7. Contact details

Applicant's office address	
Office phone number	
Office fax number	

Mobile phone number	
Home phone number (Landline)	
Home address	
Email address	

8. Educational Qualifications (Certified copies to be attached with the CV)

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9. Professional Qualifications (Certified copies to be attached with CV)

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10. Work experience

11. Special comments/notes

I agree to travel out of Colombo even during weekends as and when required. I certify that the above particulars are true and correct.

.....  
Signature of the applicant

.....  
Date

**Observation and the recommendations of the head of the Institution**

I certify that the particulars furnished by the applicant are correct.

The candidate can be released to assume the duties of above post from the current employment in the event of being selected.

.....  
Signature of Head of the Institution

.....  
Date