



## HEALTH SYSTEM ENHANCEMENT PROJECT FUNDED BY ASIAN DEVELOPMENT BANK

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

### Vacancy Announcement for the Post of Internal Auditor

In keeping with Sri Lanka's global commitments, health sector is committed among others, totalize in full measure, achievement of sustainable development goals relevant to the sector and acknowledge 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 Diseases Surveillance Capacity
- Component 3- Policy development and Project Management Support

Project implementation is scheduled for 5 years from 2019 to 2023

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

### Main Duties and Responsibilities

- Perform assessment of the project financial management system, including internal controls. This would include aspects such as adequacy and effectiveness of accounting, financial and operational controls exercised by the implementing unit/s and suggestions of improvement, if any
- Ensure utilization of funds for the allocated activity in accordance with the relevant financial procedures and regulations with due attention to economy and efficiency
- Ensure Accounting Principles are followed by all entities that are authorized to incur expenditure under Health System Enhancement Project
- Ascertain the reliability of integrity, controls, security and effectiveness of the operation of computerized system, identify constraints, if any, and in adhering to the internal control procedures
- Assessment of the adequacy of financial and administrative delegation and segregation of duties and controls and assessing expenditures incurred/ advances provided are duly authorized
- Review and report on Implementation of recommendations of the Financial Management Assessment and Procurement Capacity Assessment prepared by ADB
- An assessment of efficiency and timeliness of funds flow and reporting mechanism at the level of PMU and PIUs in provinces implementing project activities

- Expenditure Statements submitted by PMU and PIUs have been correctly accounted for and disbursements made to them are as prescribed under ADB/GOSL rules, regulations, procedures and guidelines.
- Ensure expenditure incurred are in reference to the budget allocation approved by MOHNIM/ADB and in accordance with the prescribed operational guidelines and agreement or any other clarifications issued from time to time. Procurement procedures have been followed per ADB procurement guidelines including the establishment of grievance redresses mechanism relevant for unsuccessful bidders
- Adequate and proper supporting documents, namely, purchase orders, tender documents, invoices, vouchers, receipts, pay bills, TA bills etc. are maintained and linked to the transactions
- Reconciliation of bank statements and project account/s is regularly carried out on a monthly basis and necessary corrections on account of Bank's credits/debits and stale cheques are accounted for concurrently.
- Assets: completeness, existence, recording, safeguard and utilization for the purpose intended including, physical verification of sample of assets.
- The scope of work will additionally include detailed review of the issue of advances, staff advances and cash payments for items purchased including petty cash imp rest account.
- Prepare quarterly internal audit reports for Management review.
- Any other duties and responsibilities assigned by the Project Director/Deputy Project Director

### **Reporting Obligations**

Internal Auditor will work under the direction of the Project Director/ Deputy Project Director

### **Qualifications and Experience**

Post-Graduate degree in Accounting (experience of ADB project will be an added advantage), with minimum 10 years of post- qualifying experience at managerial level which includes minimum 5 year at senior managerial level

### **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 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 reason 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 will be 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 MOHNIM/Project Director.
- 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 31.12.2018

**Salary**

Level PS 4, 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 sent to reach the following address on or before 31<sup>st</sup> of December 2018 in sealed envelope stating "Application for the post of Internal Auditor- Health System Enhancement Project" on the top left of the envelope

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

**Email - hsep.pmu@gmail.com  
Telephone - +94112697163  
Fax - +94112697163**

**Project Director  
Health System Enhancement Project**

# 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)

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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