



## HEALTH SYSTEM ENHANCEMENT PROJECT FUNDED BY ASIAN DEVELOPMENT BANK

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

### Vacancy Announcement for the Post of Monitoring and Evaluation Officer

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 Monitoring and Evaluation Officer of the Health System Enhancement Project on full time basis in the Project Management Unit (PMU) based in Colombo

### Main Duties and Responsibilities

- Develop required monitoring system and formats for regular monitoring of project activities at different levels in line with the M&E plan
- Support the IT expert in setting up program monitoring systems for activities and results and ensure the accuracy of data
- Monitoring and Evaluation of progress and performance against planned work against the Project.
- Plan and manage periodic evaluation activities for the project
- Provide technical advice on performance indicators and ensure that realistic mid-term and end-term project targets are defined; provide timely and required information for periodic review reports for the ministerial steering committee and other stakeholders.
- Visit project areas for field monitoring of activities and suggest required action.
- Work closely with the MOHNIM across the project area to ensure that relevant data for measuring project performance is collected (based on project indicators)
- Arrange dissemination of information obtained from reviews, monitoring and evaluation and other publications of relevant organizations.
- Build capacity within the project for M&E function
- Perform any other duties and responsibilities as assigned by the Project Director/Deputy Project Director

## **Reporting Obligations**

Monitoring and Evaluation Officer will work under the direction of the Project Director/ Deputy Project Director

## **Qualifications and Experience**

A bachelor's Degree in the relevant field which is recognized by the University Grants Commission or having obtain certificate of proficiency not below the National Vocational Qualification Level &, issued by the technical/Vocational Training Institution accepted by Tertiary and Commission for the post related to field.

## **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 6, 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 Monitoring and Evaluation Officer - 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