



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 Project Office Assistant

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 Project Office Assistant of the Health System Enhancement Project on full time basis in the Project Management Unit (PMU) based in Colombo

Main Duties and Responsibilities

- Will support the office secretary for screening and directing telephone calls when required
- Receives, greets and directs visitors, facilitates hospitality for official meetings
- Receives and prepares for sending the office mail (postage & courier), faxes etc.
- Files and log correspondence, including incoming and outgoing communications as instructed by senior staff members. Ensure files and records are maintained in good order while maintaining its confidentiality
- Photocopies or scans materials upon request
- Assist and provide administrative and logistics support to office
- Assists in receiving and safekeeping of office supplies. Archiving documents/folders in consultation with the office secretary.
- Maintains contact lists of phone and postal mail addresses of government units, organizations and institutions
- Provide support and assistance to project related activities
- Perform any other duties and responsibilities as assigned by the Project Director/Deputy Project Director and other senior staff

Reporting Obligations

Project Office assistant will work under the direction of the Project Director/ Deputy Project Director

Qualifications and Experience

Passed GCE O/L and GCE A/L, Experience in the use of computers and office software packages, Good in English and Prior working experience in a similar capacity and experience of working in projects will be an added qualification.

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

As per the Government Circulars

Duly completed attached application form together with ta 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 31st of December, in sealed envelope stating “Application for the post of Project Office Assistant - 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)

	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.

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Signature of Head of the Institution

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Date