



## HEALTH SYSTEM ENHANCEMENT PROJECT FUNDED BY ASIAN DEVELOPMENT BANK

සෞඛ්‍ය, පෝෂණ සහ දේශීය වෛද්‍ය අමාත්‍යාංශය  
சுகாதார, போசணை மற்றும் சுதேச வைத்திய அமைச்சு  
Ministry of Health, Nutrition & Indigenous Medicine

### Vacancy Announcement for the Post of Procurement Officer

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

### Main Duties and Responsibilities

- In charge for all project related procurements, including quotations, analysis and approvals for purchases / imports etc.
- Execution of the procurement of Medical Equipment, Health Products, Goods, Services including Consultancy Services, Civil Works, Non-Health products and Non-Health Equipment complying with the NPA procurement guidelines and Ministry of Finance regulations on Procurement.
- Preparing necessary documentation for procurement e.g. bid documents to invite bids under International Competitive Bidding, National Competitive Bidding and National Shopping Procedures
- Ensuring that all procurements are according to GFATM guidelines
- Supporting the Technical Evaluation Committee with the preparation of the Technical Evaluation Committee Report in line with the NPA guidelines.
- Support the Project Procurement Committee (PPC) with regard to the award of contracts and other issues related to procurement and ensure minutes of meetings and documentation are available

- Monitor the procurement activities of the PPC and Ministry Procurement Committee for compliance
- Maintain records of all items purchased and relevant details thereof with registers of assets and inventoried items.
- Preparation of contractual agreements.
- Maintain contact with supplies and ensure goods / orders are delivered on time to the correct locations as per instructions issued
- Any other tasks related to procurement designated by the Program Director/Deputy Project Director which may arise out of the course of business.

### **Reporting Obligations**

Procurement Officer assistant 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 31st of December 2018, in sealed envelope stating “Application for the post of Procurement 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)

--

2. Name with initials of the applicant (in block letters)

--

3. Age (as at 30 April 2018)

	y			m			d
--	---	--	--	---	--	--	---

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

--	--	--	--	--	--	--	--	--	--	--	--	--

5. Present place of work

--

6. Designation

--

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)

--

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

--

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