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சுகாதார, போசணை மற்றும் சுதேச வைத்திய அமைச்சு

## Ministry of Health, Nutrition & Indigenous Medicine

### Primary Health Care System Strengthening Project

#### Vacancy Announcement for Monitoring and Evaluation Specialist (01 Position) – (PS-4)

**Primary Health Care System Strengthening Project** is a World Bank supported project under the Ministry of Health, Nutrition and Indigenous Medicine which will be implemented with the objective of improving the delivery of primary health care services, to address the changing health needs of the population of Sri Lanka. The project results will contribute to the achievement of SDG 3 “ensure healthy lives and promote wellbeing for all at all ages” and the World Bank institutional priority of achieving universal health coverage. The Project is expected to be implemented over a period of 5 years and has three components include **Component 1-** PHC Restructuring Strategy Implementation, **Component 2-** Project Implementation Support and Innovation Grants and **Component 3-** Contingent Emergency Response Component.

Applications are being called for the post of **Monitoring and Evaluation Specialist** of the Primary Health Care System Strengthening Project on a full time basis. This position will be based in the Project Management Unit in Colombo. But the selected officer may be request to travel outside as and when required. Also, though the working time is 8 hours the selected officer must be ready to work longer as and when required and he/ she may be required to work during week end if the need arises.

#### Duties and Responsibilities

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- Take a lead in the design and implementation of the M&E plan for the project activities; Conduct analysis and assessment of indicators and other information collected to measure project performance and achievements;
- Coordinate the organization of meetings, workshops, seminars and training events on M&E matters;
- Contribute to technical progress reports and help plan and coordinate internal and external evaluations;
- Contribute to the reporting of results by generating periodic analytical reports for programme management decisions;
- Develop and strengthen monitoring, inspection and evaluation procedures  
Monitor all project activities of Component 1, expenditures and progress towards achieving the project output;

- Recommend further improvement of the logical frame work;
- Develop monitoring and impact indicator for the project success;
- Monitor and evaluate overall progress on achievement of results;
- Monitor the sustainability of the project's results;
- Provide feedback to the Project Manager on project strategies and activities;
- Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- Report monthly, quarterly, half-yearly and annual progress on all project activities to the National Project Director.
- Conduct capacity assessment on existing monitoring and evaluation system Develop
- indicators and a monitoring strategy for the project;
- Provide inputs, information and statistics for quarterly, annual and other reports to Project Management Team
- Participate in annual project reviews and planning workshops and assist the Project Manager in preparing relevant reports;
- Support monitoring and evaluation of the effects and impact of the project;
- Assist in coordinating across the available components of the Project to ensure effective implementation of M&E/MIS;
- Assist the project personnel with M&E tools and in supporting them in their use. Perform other duties as required;
- Assist the Programme Director to provide programmatic, financial and technical guidance to program staff incorporating relevant M&E systems into project based needs, donor requirements, resources & capacities.
- Monitoring donor compliance requirements and reporting to the Project Director
- Any other duties/ responsibilities assigned by the Project Director.

### **Qualifications**

1. A Bachelor's Degree in the field in the relevant field which is recognized by the University Grants Commission or having passed the intermediate examination of a recognized professional institute in the relevant field and at least 08 years post qualifying experience in the relevant field.

Or

2. An officer of the Government All Island Services Class III/II or above or similar status in the relevant field with at least 09 years' experience in Class II/III post.

## General Conditions

- The appointment for the post is on full time basis.
- The initial contract period will be for one year, with provision for renewal on performance basis till the end of the project.
- The candidate if selected to the post can resign from the post giving one month prior notice to the Project Director.
- The Secretary of the Ministry of Health, Nutrition and Indigenous Medicine has the authority to terminate the service of the selected candidate from the post without giving any reasons at any time if he/she wishes that the service of the selected candidate is not necessary anymore. One-month prior notice will be given of the termination of the service.
- Only short listed applicants will be called for interview.
- Selected applicant should be able to take up the appointment immediately.

**Age Limit:** Under 65 years by 30<sup>th</sup> September 2018

**Salary:** According to the Management Service Circular No. 01/2016 dated 24<sup>th</sup> March 2016 (Under PS-4 Category).

Application with detailed Curriculum Vitae supported by copies of education, experience and other qualifications with names of two non-related referees along with the contact telephone/fax/email address should be sent to reach the following postal address though registered post or email ([pssp@health.gov.lk](mailto:pssp@health.gov.lk)) on or before 30<sup>th</sup> September 2018. Application must be in a sealed envelope with the following stated, on the top left side of the envelope or title of the email "***Application for the Post of Monitoring and Evaluation Specialist– Primary Health Care System Strengthening Project***".

**Project Director-**  
**Primary Health Care System Strengthening Project**  
**3<sup>rd</sup> Floor, No 191, J.R.Jayawardhana Centre**  
**Colombo 7**

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**Application form**

1. Full name of the applicant

2. Name with Initials of the applicant

3. Designation of the applicant

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

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5. Post Applied for

6. Contact Details of the applicant Office Address

Office Phone Number	
Office Fax Number	
Mobile Phone Number	
Home Phone Number	
Home Address	
Email Address	

7. Qualification (certified copies to be attached with the CV)

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8. Work experience

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9. Special Comments

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

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Signature of applicant

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Date

**Observation and Recommendation of the Head of Institution / Decentralized Unit / Specialized Campaign.**

I certify the particulars furnished by the applicant, are correct. (State any incorrect information, if furnished by the applicant).

The candidate can be released for the 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