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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 Procurement Officer (01 Position) – (PS-6)

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 Procurement Officer 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 requested 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. Also he/ she will be required to work during week end if the need arises.

Duties and Responsibilities

1. Assisting the Procurement guideline for developing Procurement Plan of the Project
2. Arranging the pre-bid meetings/ TEC , PC Meetings etc. in consulting with procurement specialist
3. Estimating and establishing cost parameters and budgets for purchases
4. maintain accurate records of purchases and pricing
5. Create and maintain good relationships with vendors/suppliers
6. Making professional decisions in a fast-paced environment
7. Maintain on database for records of purchases, pricing, and other important data
8. Reviewing and analyzing all vendors/suppliers, supply, and price options
9. Developing plans for purchasing equipment, services and supplies
10. Assisting Procurement Committee for negotiations
11. Ensuring that the products and supplies are high quality

12. Creating and maintain inventory of all incoming and current supplies
13. maintain and updating list of suppliers and their qualifications, delivery times, and potential future development
14. Working with team members and Procurement specialist to complete duties as needed
15. Any other duties/ responsibilities assigned by the Project Director.

Qualifications

- A Bachelor's Degree in the relevant field which is recognized by the University Grant Commission or Having obtained a certificate of proficiency not below than NVQ level 7, issued by Technical/Vocational Training institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field and at least 3 years' experience in the required area of specialization.

Or

Having obtain a certificate of proficiency not below than the NVQ Level 6 issued by a Technical/Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical Field and at least 08 years' experience in the required area of specialization.

Or

Having obtain a certificate of proficiency not below than the NVQ level 5, issued by Technical/Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical Field.

- Experience in the foreign funded development projects implemented by the Government entities would be an added qualification.
- Solid knowledge and understanding of procurement processes, policy, and systems
- Competent in government procurement system
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Ability to analyze problems and strategize for better solutions
- Working experience with procurement systems and supplier negotiation
- A keen ongoing interest and relevant experience in Sustainable Procurement and / or Corporate Sustainability.
- Intensive knowledge in word processing and spreadsheets
- Fluent in the written and spoken use of English language

Preference will be given for applicants who have experience in foreign funded project in Health Sector.

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 30th September 2018

Salary: According to the Management Service Circular No. 01/2016 dated 24th March 2016 (Under PS-6 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 to the following postal address though registered post or email (pssp@health.gov.lk) on or before 30th 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 Procurement Officer – Primary Health Care System Strengthening Project**" (PSSP)

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

Application form

1. Full name of the applicant

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2. Name with Initials of the applicant

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3. Designation of the applicant

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

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5. Post Applied for

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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