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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 Senior Monitoring and Evaluation Officer (01 Position) – (PS-5)

**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 **Senior Monitoring and Evaluation 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 will have 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

- Take part in the design and implementation of the M&E plan for the project activities with the monitoring and evaluation specialist to the Project. Conduct analysis and assessment of indicators and other information collected to measure project performance and achievements;
- Coordinating the organization of meetings, workshops, seminars and training events on M&E matters;
- Contributing to technical progress reports and help plan and coordinate internal and external evaluations;
- Contributing to the reporting of results by generating periodic analytical reports for programme management decisions;
- Developing and strengthen monitoring, inspection and evaluation procedures  
Monitor all component 2 project activities, expenditures and progress towards achieving the project output;

- Recommend further improvement of the logical frame work;
- Developing monitoring and impact indicator for the project success;
- Monitoring and evaluate overall progress on achievement of results;
- Monitoring the sustainability of the project's results;
- Providing feedback to the Project Director on project strategies and activities;
- Suggesting 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;
- Reporting 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
- Participating in annual project reviews and planning workshops and assist the Project Director in preparing relevant reports;
- Supporting monitoring and evaluation of the effects and impact of the project;
- Assisting in coordinating across the available components of the Project to ensure effective implementation of M&E/MIS;
- Assisting the project personnel with M&E tools and in supporting them in their use. Perform other duties as required;
- Assisting 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

- A Bachelor's Degree in the relevant field which is recognized by the University Grant Commission or having obtain a certificate of proficiency not below than NVQ level 7, issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field and at least 3 years of experience in the design and implementation of M&E development projects implemented by national/international NGOs/UN bodies/ Government or a Post graduate qualification in Monitoring & Evaluation.

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 10 years' experience in the required area of specialization.

Or

Having obtain a certificate of proficiency not below than the NVQ level 5, issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post relate to Technical field and at least 15 years' experience in the required area of specialization.

- Experience in designing tools and strategies for data collection, analysis and production of reports;
- Expertise in analyzing data using statistical software;
- Strong training & facilitation skills.
- Language Requirements:
- 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 30<sup>th</sup> September 2018

**Salary:** According to the Management Services Circular No. 01/2016 dated 24<sup>th</sup> March 2016 (Under PS-5 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 Senior Monitoring and Evaluation Officer– Primary Health Care System Strengthening Project*" (PSSP).

**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

.....  
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