



The Global Fund

Ministry of Health,
Nutrition & Indigenous Medicine

MINISTRY OF HEALTH, NUTRITION & INDIGENOUS MEDICINE GLOBAL FUND TO FIGHT AIDS, TUBERCULOSIS & MALARIA (GLOBAL FUND)

Vacancy

The Ministry of Health, Nutrition & Indigenous Medicine is the Principal Recipient of 3 grants amounting over US\$ 8.7 million awarded by the Global Fund to Fight AIDS, Tuberculosis & Malaria (Global Fund) for the period from 01st January 2019 to 31st December 2021. The components (on project support) are involved in the prevention and control of HIV/AIDS and Tuberculosis, as well as the prevention of reintroduction of Malaria in Sri Lanka (on budget support).

Applications are called from qualified and experienced individuals for the following position at the Tuberculosis (TB) Component of the Global Fund Grant.

The Procurement Assistant report to the Project Manager/Grant Director, TB Component and will be based at the National Programme for Tuberculosis Control and Chest Diseases (NPTCCD), 4th Floor, Public Health Complex, No 555/5, Elvitigala Mawatha, Colombo 05.

POST OF 'PROCUREMENT ASSISTANT' – TBComponent

– 01 vacancy - Contract Basis

(Public Administration Circular No 03/2016; Service Code: MN-2 -Grade III)

The Procurement Assistant will implement the organization's Procurement Plan prepared in accordance with the TB Component's / MoHN&IM's Procurement and Supply Management Plan submitted to the Global Fund.

DUTIES AND RESPONSIBILITIES:

1. Assist all project/grant related procurements, including calling for quotations, supplier analysis, negotiations, payments, TEC reports, Procurement Committee documentations and approvals for purchases / imports etc.
2. Assist in the 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 National Procurement Authority (NPA) guidelines and Ministry of Finance regulations on Procurement.
3. Assist in preparing the necessary documentation for procurement e.g. bid documents to invite bids under International Competitive Bidding, National Competitive Bidding and National Shopping Procedures.
4. Assist in ensuring that all procurements are according to Global Fund guidelines.
5. Supporting the Technical Evaluation Committee (TEC) by assisting in preparation of the TEC Report in line with the NPA guidelines.
6. Support the Project Procurement Committee (PPC) with regard to the award of contracts and other issues related to procurement and assist in ensuring the minutes of meetings and documentation are available.
7. Assist in monitoring the procurement activities of the PPC and Ministry Procurement Committee (MPC) and Regional Procurement Committee (RPC) for compliance.
8. Assist in maintaining Assets Register (current and fixed assets) of all items purchased and relevant details thereof with registers of assets and inventoried items.
9. Assist in preparation of contractual agreements with Medical Supplies Division, MoHN&IM, National Medicines Regulatory Authority (NMRA) and other organizations.
10. Assist in submitting frequent (weekly) analysis reports with procurement status (order placement, delivery, payment settlement) to Project Manager, Procurement Officer and Accountant.
11. Take urgent actions to inform Project Manager upon any deviations, delays and other issues.
12. Assist in procurement through Wambo including order placement, continuous review and on time clearance upon arrival.
13. Assist in maintaining effective coordination with suppliers, service & maintenance agents and ensure goods/orders are delivered on time to the correct locations as per instructions issued.
14. Assist in coordinating and make necessary actions with regard to payments & settlements of all procurement work with the Accountant, Finance Supervisor and Finance Assistant of the grant.
15. Assist in coordinating with PMU Officials for effective implementation of procurement work.
16. Assist/support other grants of the Global Fund Grant of the Ministry of Health, Nutrition & Indigenous Medicine, if and when needed.
17. Assist in any other tasks related to procurement designated by the Project Manager which may arise out of the course of business.

Required Qualifications, Experience and Competencies :

1. Should have passed the General Certificate of Education (Ordinary Level) examination in six (06) subjects at one sitting with credit passes in Sinhala / Tamil / English Language, Mathematics and two other subjects and a pass in all subjects at the General Certificate of Education (Advance Level) Examination (other than the common general paper) at one sitting (a pass in 3 subjects under the old syllabus at one sitting would be sufficient).
2. 2-3 years hands-on working experience is essential.
3. Preference will be given to those who have prior working experience in a similar capacity in foreign funded projects, especially in the public sector.
4. Ability to work independently to troubleshoot, perform root cause analysis, identify and isolate technical issues etc.
5. Formal training in the relevant field will be a definite asset.
6. Formal certification in relevant field will be a distinct advantage.
7. Outstanding team player with the ability to adapt to organization's environment and has an interest to grow with the organization.
8. Strong computer skills adept at statistical software, spreadsheet, word processing, presentation, internet and email software is a must.
9. Highest proficiency in English is required with fluency in Sinhala and/or Tamil language.
10. Demonstrated communication skills (written and oral) and negotiation /consultation skills is required.

General Conditions :

1. The duty station will be Colombo but may need to travel to project implementation sites all over the country.
2. Age should be below 64 years as at 31.12. 2019.
3. Recruitment will be on contract basis.
4. The initial contract will be for one year, of which the first three months will be on probation. The contract period is renewable annually, through the satisfactory performance demonstrated at a formal performance appraisal by the Supervising Officers and Global Fund written approval.
5. Salary is as per Public Administration Circular No 03/2016; Service Code: MN-2 -Grade III. (As at 01.01.2019: Rs. 25,950.00 * 1.5 + Rs. 889 + Rs. 7,800.00 = Rs. 47,614.00)
6. The contribution of the employer for EPF is 12% and ETF is 3% of the salary. The EPF contribution of the employee is 8% of the salary.
7. Selected applicant should be able to take up the assignment within reasonable time period preferably within one month.
8. Candidates who are already in the public service should send their applications through the relevant Head of the Department / CEO of the Agency who should indicate that the candidate could be released in the event of being selected to the post.
9. Only short-listed candidates will be called for an interview.

All applications should be sent through post or via email along with **CV and copies of relevant certificates and documents** in order to prove the qualification and experience.

State the position you are applying ("Application for the post of 'Procurement Assistant', TB Component, Global Fund Grant") on top of the left-side of the envelope to reach the address below.

Closing Date : 13th October 2019.

**The Project Director,
Project Management Unit – Global Fund Grant,
3rd Floor, Public Health Complex,
No. 555/5, Elvitigala Mawatha, Colombo 05.**

Email: vacancygfatm@gmail.com | Tel No: 0112581918 | Fax: 0112368885