

VACANCY

Health System Enhancement Project

Ministry of Health

Sabaragamuwa and Uva Provinces

Through Asian Development Bank funded Health System Enhancement Project, is proposed to carry out reforms of the Primary Health Care Services proposed by the Primary Health Care Policy in Central, North Central, Sabaragamuwa and Uva Provinces.

Project implementation is scheduled for 5 years from 2019 to 2023

Applications are invited for the following positions on full time basis in the Project Implementation Units (PIUs) based in *Badulla (Uva Province) and Rathnapura (Sabaragamuwa Province)*

S.N	Vacancy	Project Implementation Unit (PIU)	Salary Level (MSD Circular 01/2019)	Qualification, TOR and Application
01	Project Accountant	PIU – Uva Province	PS4	Please refer the https://www.hsep.lk/ for information and download the application.
02	Project Procurement Officer	PIU – Sabaragamuwa Province	PS6	
03	Project Officer	PIU – Sabaragamuwa Province	PS6	

Age Limit

Under 64 years by 31.10.2020

Salary Scale

Salary scale, in accordance with the Management Circular No. 01/2019 dated 15.03.2019

Duly completed application together with detailed curriculum vitae supported by copies of education and professional qualifications, experience and names of two non-related referees along with their contact telephone/fax/email address should be sent to reach the following address on or before **26.10.2020**, in a sealed envelope stating the specific position on the top left of the envelope. Applications sent after closing date will be rejected.

Address - Project Director
Health System Enhancement Project
3/19, Kynsey Road, Colombo 08
Email - hsep.pmu@gmail.com (for E - Submissions)
Telephone - +94 11 2 697 173
Fax - +94 11 2 697 163

Qualifications and Experience – Project Accountant

A Bachelor's Degree 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 7 years post qualifying experience in the relevant field.
Or
An officer of the Government All Island Services, Class III/II or above or similar status in the relevant field with at least 7 years' experience in Class II/III post.

Terms and Reference – Project Accountant

1. Make arrangements to obtain the necessary funds from the ADB impress account;
2. Establish and maintain impress and other accounts acceptable to the government and ADB;
3. Establish appropriate systems for financial control, checks, and balances for financial matters and expenditure items according to ADB guidelines;
4. Prepare recurrent and capital expenditure budgets for the project in line with approved funding arrangements;
5. Maintain separate records and accounts adequate to identify the financing resources received and expenditures made on the Project, including the goods, works, and services finance out of the loan proceeds and out of local funds;
6. Assist the Deputy Project Director in preparation of disbursement plans in accordance with the Project Administration Manual
7. Prepare quarterly financial forecasts and requests for advancement of funds
8. Prepare budget estimates for all project activities, trainings/workshops/seminar
9. Review, arrange payment, and record all the project expenditure's vouchers in accordance with financial regulations of ADB and the Government
10. In-coordination with PMU/PIU summarize project expenses and prepare periodic financial reports and statements as required by GOSL/ADB and for other relevant units, entities and authorities
11. File all financial documents and prepare necessary facilities and support to work with audit agencies (General audit, Internal audit and ADB audit) or financial inspection agencies as required. Attend periodical audit reviews arranged by the PMU.
12. Provide guidance and update project staff at the PIU on financial and accounting procedures, regulations, reporting and record keeping.
13. Work closely with the Project Finance Manager (PMU) and Project Internal Auditor (PMU) to facilitate implementing project related activities per GOSL/ADB rules, regulations, guidelines and procedures
14. Closely liaise with PMU and PIU staff regularly to facilitate in executing accounting functions
15. Any other duties and responsibilities assigned by the Project Director/Deputy Project Director

Qualifications and Experience – Project Procurement Officer

- A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission or having obtained a certificate of proficiency not below than the NVQ level 7 issued by a technical/vocational training institute accepted by tertiary and vocational education commission for a post related to a technical field and minimum 2 years' experience in the required area of specialization.
- Having obtained 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 a technical field and minimum 7 years' experience in the required area of specialization
- Having obtained 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 related to a technical field and minimum 12 years' experience in the required area of specialization

Terms and Reference – Project Procurement Officer

- Support the Deputy Project Director and the Procurement Specialist (PMU) in all procurement and contract management activities.
- Strengthen capacity of PIUs staff in all procurement and contract management matters, ensuring that they have a sound understanding of the ADB systems and good practices.
- Prepare bid documents for goods, civil works and services, and implementation of the procurement process according to the ADB guidelines.
- Ensure the procurement performance monitoring system is integrated into PIU's monitoring system.
- Ensure that procurement procedures are in line with systems/procedures as suggested by Deputy Project Director.
- Monitor and report compliance with required procurement and contract management systems including any improvements to them.
- Assist PMU Procurement Specialist in the preparation of tender documents and review tender documents for corrections and compliance with the documentary requirement for the ADB No Objection Letter Policy.
- Provide necessary support in developing procurement strategies for packaging works for subprojects and consultant's services to PMU.
- Ensure any areas of non-compliance in procurement and contract management are detected through verification of claims and reported to Deputy Project Director (PIU) and provide recommendation for remedial action.
- Prepare regular Monitoring reports for Tender Evaluation Committees.
- Carry out any other procurement and contract management related activities in the program assigned by Project Director/Deputy Project Director.
- Strictly maintain the confidence of procurement activities.

Qualifications and Experience – Project Officer

A Bachelor's Degree in Science, Economics, Management or any other related discipline from a recognized University by University Grants Commission
Or

Having obtained a certificate of proficiency not below the National Vocational Qualification level 7, issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to above fields

Minimum of 3 Years post qualifying experience in required areas of specialization, specially focus on project implementation, monitoring and evaluation.

Terms and Reference – Project Officer

1. Adopt the monitoring systems and formats developed by PMU for district requirements related to regular monitoring of project activities.
2. Monitoring and Evaluation of progress and performance at the province.
3. Plan for and manage periodic evaluation activities for the project
4. Provide support to PMU/PIU for developing performance indicators for project mid-term and end-term targets.
5. Visit districts/project areas for field monitoring of activities and suggest required action.
6. Work closely with the Chief Secretary's office and with provincial health ministry to ensure that relevant data for measuring project performance is collected (based on project indicators)
7. Arrange dissemination of information obtained from reviews monitoring and evaluation and other publications of relevant organizations.
8. Assist in conducting and organizing Project Coordinating Committee meeting or any other meetings related to the project.
9. Coordinate with all consultant firms, individual consultants and relevant institutions contributing to carry out their duties in districts and Provinces. Assist to implement their all programs being the focal point of the Project Implementation Unit.
10. Assign duties of preparation of vouchers and checking by the Project Officers prior to submit to the Accountant to certify.
11. Coordinate with all Government and Non-Government organizations, Community base organizations in the implementation of the Project.
12. Any other duties and responsibilities assigned by the Project Director/Deputy Project Director