

VACANCY

Health System Enhancement Project and Health System Enhancement Project – Additional Financing Ministry of Health Project Office Assistant

Asian Development Bank Funded Health System Enhancement Project and Health System Enhancement Project – Additional Financing is proposed to pilot reforms of the Primary Health Care Services proposed by the Primary Health Care Policy in Central, North Central, Sabaragamuwa, and Uva Provinces. The total project value is USD 283 Mn and project implementation is scheduled until November 2025.

Applications are invited for the **Project Office Assistant** position on a **full-time** basis in the **Project Management Unit (PMU) based in Colombo 08**.

Qualification and Experience

Passed GCE O/L and GCE A/L, Experience in the use of computers and office software packages, Good in English, and Prior working experience in a similar capacity and experience of working on projects will be an added qualification.

For more information, please refer to <https://hsep.lk/index.php/work-with-us/vacancies>

Age Limit: Under 45 years by 13.10.2022

Salary Scale:

Duly completed application form 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 **13.10.2022** in a sealed envelope stating the specific position on the top left of the envelope. If sent via email, please mention the designation in the subject. Applications sent after the closing date and applications without the duly filed application form will be rejected.

Only shortlisted candidates will be contacted for the interview.

**Address - Project Director
Health System Enhancement Project/HSEP-AF
3/19, Kynsey Road, Colombo 08**

Email - pmu@hsep.lk (for E - Submissions)

Telephone - +94 11 2 697 173/ +94 11 2 056 535

Fax - +94 11 2 697 163