

දුරකථන) 011 2669192, 011 2675011
தொலைபேசி) 011 2698507, 011 2694033
Telephone) 011 2675449, 011 2675280
ලකේ) 011 2693866
பெக்ஸ்) 011 2693869
Fax) 011 2692913

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மின்னஞ்சல் முகவரி) postmaster@health.gov.lk
e-mail)

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இணையத்தளம்) www.health.gov.lk
website)



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சுகாதார, போசணை மற்றும் சுதேச வைத்திய அமைச்சு
Ministry of Health, Nutrition & Indigenous Medicine

Invitation for applications for the posts of “Core Team” of the Project Implementation and Monitoring Unit of the Ministry of Health, Nutrition and Indigenous Medicine

The Project Implementation and Monitoring Unit was established recently in the Ministry of Health, Nutrition and Indigenous Medicine to streamline the activities related to large projects worth more than Rs. 300.0 Mn in order to complete projects successfully on time. Project planning, implementation, procurement, coordination and monitoring are the main functions of this unit. The unit is headed by the Director (Projects) and have a core team of subject matter experts; consisting of Manager (Administration), Project Monitoring Specialist, Procurement Specialist, Human Resource Specialist and Manager (Finance), Civil / Mechanical / Electrical Engineers, Hospital Architect, Quantity Surveyor and Assistant Manager – Bio Medical Engineering Services.

Tasks of the Unit:

- To provide technical inputs to the Planning Unit for projects over LKR 300 million funded by GoSL funds, to facilitate obtaining relevant approvals
- To submit recommendations to the Secretary to the Health regarding members to be appointed to major and minor Project Procurement Committees for projects over LKR 300 million funded by GoSL funds
- To submit recommendations to the Secretary to the Health on members to be appointed to Technical Evaluation Committee (TEC) for projects over LKR 300 million funded by GoSL funds
- To prepare Bid documents and evaluate the bids following the Government Procurement Guidelines
- To make recommendations to the Ministry for awarding contracts
- To implement the projects
- To monitor the projects
- To submit monthly progress report to the Planning Unit on physical and financial

The Project Office is located in Colombo.

Applications are invited for the posts mentioned below;

CATEGORY – I Appointment for the post on full time basis

PART (A)

- Project Monitoring Specialist - one post
- Procurement Specialist - one post
- Human Resource Specialist - one post

Qualifications required:

In accordance with the Management Service Circular No. 01/2016:

1. A bachelor's Degree in the relevant field which is recognized by the University Grants Commission and at least 06 years post qualifying experience at Managerial Level out of which 03 years should be Senior Managerial Level.

OR

2. A bachelor's Degree which is recognized by the University Grants Commission and a Postgraduate Degree or full membership of a recognized professional institution in the relevant field with at least 04 years post qualifying experience in Managerial Level.

and

3. Class I officer of a Government All Island Services or a similar status in the relevant field with at least 03 years experience in the Class I post.

Senior managerial level experience in health sector construction projects would be an added qualification.

Age Limit

No age barrier as the Ministry wants to select best professional for each post who has significant and proven industry experience which comes with age with regard to the subject matter.

Salary:

According to the Management Services Circular No. 01/2016.

PART (B)

- Manager (Administration) - one post
- Manager (Finance) - one post

Qualifications required:

In accordance with the Management Service Circular No. 01/2016:

1. 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 05 years post qualifying experience in the relevant field

OR

2. An officer of the Government All Island Services Class III/II or above or similar status in the relevant field with at least 03 years experience in Class II/III post.

Senior managerial level experience in health sector construction projects would be an added qualification.

Age Limit

No age barrier as the Ministry wants to select best professional for each post who has significant and proven industry experience which comes with age with regard to the subject matter.

Salary:

According to the Management Services Circular No. 01/2016.

CATEGORY – II Appointment for the post on part time basis**PART (A)**

- Manager (Civil Engineering) - one post
- Manager (Mechanical Engineering) - one post
- Manager (Electrical Engineering) - one post
- Manager (Quantity Survey Service) - one post
- Manager (Hospital Architect) - one post

Qualifications required:

In accordance with the Management Service Circular No. 01/2016:

1. 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 05 (09) years post qualifying experience in the relevant field

OR

2. An officer of the Government All Island Services Class III/II or above or similar status in the relevant field with at least 03 years experience in Class II/III post.

Senior managerial level experience in health sector construction projects would be an added qualification.

Age Limit

No age barrier as the Ministry wants to select best professional for each post who has significant and proven industry experience which comes with age with regard to the subject matter.

Salary:

According to the Management Services Circular No. 01/2016.

PART (B)

- Assistant Manager (Bio Medical Engineer)

Qualifications required:

In accordance with the Management Service Circular No. 01/2016:

1. A bachelor's Degree in the relevant field which is recognized by the University Grants Commission or having obtain a certificate of proficiency not below than 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 Technical field and at least 02 years experience in the required area of qualification

OR

2. Having obtain a certificate of proficiency not below than the National Vocational Qualification 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 07 years experience in the required area of qualification

OR

3. Having obtain a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field and at least 12 years experience in the required area of qualification

An officer of the Government All Island Services Class III/II or above or similar status in the relevant field with at least 03years experience in Class II/III post.

Experience in health sector projects would be an added qualification.

Age Limit

No age barrier as the Ministry wants to select best professional for each post who has significant and proven industry experience which comes with age with regard to the subject matter.

Salary:

According to the Management Services Circular No. 01/2016.

Reporting Obligations:

All these positions will report to work under the direction of Director (Projects) of the Unit.

General Conditions:

- The initial contract period will be for one year and renewal will be considered on performance basis
- The candidate if selected to the post is allowed to resign from the post giving one months prior notice to the Secretary, Ministry of Health, Nutrition and Indigenous Medicine
- The Secretary, Ministry of Health, Nutrition and Indigenous Medicine has the authority to terminate the service of the selected candidate without giving any reasons at any time, if he/she wishes that the service of the selected candidate is not necessary anymore. One months prior notice will be given for the termination of the service
- Only short-listed applicants with required qualifications will be called for an interview
- Selected candidate should be ready to take up the appointment immediately or as requested by the Secretary - Ministry of Health, Nutrition and Indigenous Medicine
- Candidate who is currently working should send the application through Head of the Institution / Department. The Head of the Institution / Department should indicate that the candidate will be released from the current employment in the event of being selected to the post
- No officer will be selected if he or she has been subjected to any disciplinary action / fraud during his/her carrier

Application using the annexed format with detailed Curriculum Vitae supported by copies of educational and professional qualifications, experience and names of two non-related referees along with the contact telephone / fax / mail address should be sent to reach the following address on or before 14th June, 2018 in a sealed envelope with the following stated on the top left corner of the envelope " Application for the post of of the Core Team of the Project Monitoring and Implementation Unit"

To:

Secretary
Ministry of Health, Nutrition and Indigenous Medicine
"Suwasiripaya" 385, Rev. Baddegama Wimalawansa Thero Mawatha
Colombo 10

Janaka Sugathadasa

Secretary

Ministry of Health, Nutrition & Indigenous Medicine

"Suwasiripaya"

385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10, Sri Lanka.



Janaka Sugathadasa

Secretary

Ministry of Health, Nutrition and Indigenous Medicine

APPLICATION FORM

1. Full name of the applicant (in Block Letters) :

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2. Name with initials of the applicant (in Block Letters) :

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3. Age (for 01.07.2018):

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4. National Identity Card No. (please attach a certified copy)

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5. Present place of work:

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6. Designation:

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7. Contact details:

7.1 Applicant's Office address:

7.2 Office phone No:

7.3 Office Fax No:

7.4 Mobile phone No:

7.5 Home address:

7.6 Phone No:

7.7 Email address:

8. Educational Qualifications:

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9. Professional Qualifications:

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10. Work experience:

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11. Special performances:

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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 true and correct.

.....
Signature of the applicant

.....
Date

Observations and recommendation of the Head of the institution

I certify that the particulars furnished by the applicant are correct.

The candidate can be released to assume duties of the above post from the current employment in the event of being selected.

.....
**Signature of Head of the Institution
(Official seal)**

.....
Date