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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 Finance Manager – (PS-III)

**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 Finance Manager 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.

#### Duties and Responsibilities

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- a. Finance Manager will be the financial focal point for Ministry of Health, Nutrition & Indigenous Medicine in relation to Primary Healthcare Systems Strengthening Project.
- b. Management of project finance in coordination with the Financial focal point of Ministry of Health, World Bank, Treasury and Other relevant institutes.
- c. Ensure submission of financial reports to the Ministry of Health, Treasury, Department of Auditor General, World Bank and other relevant Government Departments.
- d. Ensure proper maintenance of Books and ledgers of Accounts
- e. Liaise with Auditors, World Bank, Ministry of Health, Nutrition & Indigenous Medicine and Ministry of Finance Officials / the Treasury Officials of Sri Lanka, Province Secretary and the National programs for finance related requirements.
- f. Provide appropriate documentations required by Ministry of Health, Auditor General Department Etc. and under the right to information act.
- g. Represent financial division in the meetings convened by the Ministry of Health, Nutrition & Indigenous Medicine
- h. Ensure that the approval of appropriate authorities for proposals/ procurement and other activities, before disbursements.
- i. Ensure that payments are based on government rules and regulation and World Bank requirements, including procurement regulations.
- j. Provide financial progress and forecast to the Project Director as and when required.

- k. Responsible for providing financial information required by any stakeholders regarding the project. (Project Director, Project Manager, Relevant officers of MoHN&IM and Treasury)
- l. Monitoring the foreign fund and arrange necessary steps to fund management. (e.g.: follow up of disbursement requests)

### Qualifications

1. A Bachelor's degree in the field of finance which is recognized by the University Grants Commission **with** at least 12 years of post qualifying experience at Managerial level out of which 06 years should be senior management level  
Or
2. A bachelor's degree which is recognized by the University Grant Commission **and** a post graduate degree **or** full membership of a recognized professional institution in the field of finance with at least 10 years post qualifying experience in managerial level.  
Or
3. Class I officer of a government all island accountancy service or a similar status in the relevant field with at least 09 years' experience in the class I post.

### 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> June 2018

**Salary :** According to the Management Service Circular No. 01/2016 dated 24<sup>th</sup> March 2016 (Under PS-III 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 (shsdp@health.gov.lk) on or before 26<sup>th</sup> June 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 Project Officer – Primary Health Care System Strengthening Project**".

**Project Director- Primary Health Care System Strengthening Project**  
**Second Health Sector Development Project Office**  
**3<sup>rd</sup> Floor, J.R.Jayawardhana Centre**  
**Colombo 7**

## Application form

1. Full name of the applicant

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2. Name with Initials of the applicant

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3. Designation of the applicant

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4. National Identity card Number of the applicant *(Please attach a certified copy of the NIC)*

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5. Post Applied for

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6. Contact Details of the applicant Office Address

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|                     |  |
| 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