

Office Assistant

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தொலைபேசி } 2698490
Telephone } 2698507

ෆැක්ස් }
பெக்ஸ் } 2692913
Fax } 2694860

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மின்துறை முகவரி } postmaster@health.gov.lk
E-mail }

වෙබ් අඩවිය }
இணையத்தளம் } www.health.gov.lk
Website }



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சுவசிரிபாய
SUWASIRIPAYA

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எனது இல } HPI/OD/A/19/2017
My No: }

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உமது இல }
Your No: }

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திகதி } 05.04.2018
Date }

සෞඛ්‍ය, පෝෂණ හා දේශීය වෛද්‍ය අමාත්‍යාංශය சுகாதார, போசண மற்றும் சுதேசவையத்திய அமைச்சு Ministry of Health, Nutrition & Indigenous Medicine

ASIAN DEVELOPMENT BANK FUNDED HEALTH SYSTEM ENHANCEMENT PROJECT

In keeping with Sri Lanka's global commitments, health sector is committed among others, to realize in full measure, achievement of sustainable development goals relevant to the sector and acknowledges the key strategy, universal health coverage (UHC) related to the health goal. The Asian Development Bank has come forward to invest in the health sector in Sri Lanka aimed at developing primary health care facilities in socially, economically and geographically vulnerable areas in provinces North Central, Central, Sabaragamuwa, and Uva along with improving Health Surveillance Capacity in the country. The proposed project has the following three components;

- Component 1 – Primary Health Care strengthening especially in lagging targeted Provinces
- Component 2 – Strengthening of Health and Disease Surveillance Capacity
- Component 3 – Policy development and Project Management Support

Project implementation is scheduled for 5 years from 2018 to 2023.

Applications are invited for the post of **Office Assistant** of the Health System Enhancement Project on full time basis in the Project Management Unit (PMU) based in Colombo.

Main Duties and Responsibilities

- Will support the office secretary for screening and directing telephone calls when required
- Receives, greets and directs visitors, facilitates hospitality for official meetings
- Receives and prepares for sending the office mail (postage & courier), faxes etc.
- Files and log correspondence, including incoming and outgoing communications as needed by office.
- Ensure files and records are maintained in good order while maintaining its confidentiality
- Photocopy and scan materials upon request
- Assist and provide administrative and logistics support to office
- Assists in receiving and safekeeping of office supplies. Archiving documents/folders in consultation with the office secretary.
- Assist in maintaining contact lists of phone and postal mail addresses of government units, organizations and institutions

- Provide support and assistance to project related activities
- Any other duties and responsibilities as assigned

Reporting Obligations

The Office Assistant will work under the direction of the Project Director/ Deputy Project Director

Qualifications & Experience

- Passed six subjects in GCE (O/L) including Mathematics, and Sinhala or Tamil.
- Not less than 1-year work experience in a government entity.
- Experience in a foreign funded development projects implemented by Government entities would be an added qualification.
- Working knowledge in English

General Conditions

- Appointment for the post is on full time basis.
- The initial contract period will be for 1 year. Renewal will be done on performance basis until the project is completed.
- The candidate if selected to the post is allowed to resign from the post by giving 1 month prior notice to the Secretary of MOHNIM.
- The Secretary of MOHNIM has the authority to terminate the service of the selected candidate from the post with the concurrence of the ADB without giving any reasons at any time, if the service of the selected candidate is not necessary anymore. 1 month 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 candidates should be ready to take up the appointment immediately or as requested by the Secretary of MOHNIM.
- Candidates currently employed in the government sector should send their applications through head of institution/department. Head of 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/she has been subjected to any disciplinary action during his/her career.

Age Limit

Under 50 years by 30th April 2018

Salary

Level PL 1, in accordance with the Public Administration Circular No. 03/2016

Duly completed attached application form together with a detailed curriculum vitae supported by copies of education and professional qualifications, experience and names of 2 non-related referees along with the contact telephone/fax/email address. Application should be send to reach the following address **on or before 30th April 2018**, in a sealed envelope stating "Application for the post of Office Assistant – Health System Enhancement Project" on the top left of the envelope;

Deputy Director General Planning

Ministry of Health, Nutrition & Indigenous Medicine

'Suwasiripaya', No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10.



Janaka Sugathadasa

Secretary

Ministry of Health, Nutrition & Indigenous Medicine

Janaka Sugathadasa

Secretary

Ministry of Health, Nutrition & Indigenous Medicine

"Suwasiripaya"

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

Driver

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

ASIAN DEVELOPMENT BANK FUNDED HEALTH SYSTEM ENHANCEMENT PROJECT

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- Component 1 – Primary Health Care strengthening especially in lagging targeted Provinces
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Project implementation is scheduled for 5 years from 2018 to 2023.

Applications are invited for the post of **Driver** of the Health System Enhancement Project on full time basis in the Project Management Unit (PMU) based in Colombo.

Main Duties and Responsibilities

- Drive the assigned vehicle for the Project Director/authorized staff and personnel on official business travel
- Ensure day-to-day maintenance of the assigned vehicle; checks oil, water, battery, tires, etc.; Get minor repairs done and timely inform arranging for any other repairs necessary to keep the vehicle in good running condition. Keep the vehicle safe and technically sound at all times; maintain the vehicle in clean conditions.
- Ensure all required documents including vehicle insurance, vehicle registration, vehicle logs, fuel and mileage records etc, are regularly updated. .
- Assist in the delivery of mail/supplies etc,.
- Render service during Saturdays, Sundays and holidays and beyond the designated official working hours when required
- Any other duties and responsibilities as assigned

Reporting Obligations

The Driver will work under the direction of the Project Director/ Deputy Project Director

Qualifications & Experience

Completed Secondary Level education with 03 years of work experience as a driver with a safe driving record. Should have knowledge of driving rules, regulations and local routes.

General Conditions

- Appointment for the post is on full time basis.
- The initial contract period will be for 1 year. Renewal will be done on performance basis until the project is completed.
- The candidate if selected to the post is allowed to resign from the post by giving 1 month prior notice to the Secretary of MOHNIM.
- The Secretary of MOHNIM has the authority to terminate the service of the selected candidate from the post with the concurrence of the ADB without giving any reasons at any time, if the service of the selected candidate is not necessary anymore. 1 month prior notice will be given for the termination of the service.
- Only short listed applicants with required qualifications will be called for an interview.
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- No officer will be selected if he/she has been subjected to any disciplinary action during his/her career.

Age Limit

Under 50 years by 30th April 2018

Salary

Level PL 3, in accordance with the Public Administration Circular No. 03/2016

Duly completed attached application form together with a detailed curriculum vitae supported by copies of education and professional qualifications, experience and names of 2 non-related referees along with the contact telephone/fax/email address. Application should be send to reach the following address **on or before 30th April 2018**, in a sealed envelope stating "Application for the post of Driver – Health System Enhancement Project" on the top left of the envelope;

Deputy Director General Planning

Ministry of Health, Nutrition & Indigenous Medicine

'Suwasiripaya', No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10.



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Secretary

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