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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 Procurement Specialist – (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 Procurement Specialist 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

1. In charge for all project related procurements, including quotations, analysis and approvals for purchases / imports etc.
2. Execution of procurement of pharmaceutical, medical equipment, Health Products, other health related supplies - civil works, Non-health Equipment, Goods and consultancy services in compliance with the National Procurement Agency (NPA) procurement guidelines, financial regulations of the Government of Sri Lanka and in line with World Bank Procurement guideline and quality Assurance policies and guidelines, and Ministry of Finance regulations on Procurement.
3. Shall be involved in and facilitate among various stakeholders’ diverse range of PSM stages, including: planning, products selection, forecasting/quantification, procurement, clearance, storage and distribution, etc.
4. Preparing necessary documentation for procurement e.g. bid documents to invite bids under International Competitive Bidding, National Competitive Bidding and National Shopping Procedures
5. Preparation of bidding documents in accordance with different bidding methods.

6. Provide expert guidance and support to the Technical Evaluation Committees (TEC) in the process of technical evaluation of bidding documents and preparation of TEC reports in compliance with the NPA guidelines.
7. Support the Project Procurement Committee (PPC) with regard to the award of contracts and other issues related to procurement and ensure minutes of meetings and documentation are available
8. Monitor the procurement activities of the PPC and Ministry Procurement Committee for compliance
9. Maintain contact with suppliers and ensure goods / orders are delivered on time to the correct locations as per instructions issued
10. Maintain records of all items purchased and relevant details thereof with registers of assets and inventoried items.
11. Prepare contract agreements liaising with the legal division and ensure that they are signed by relevant parties correctly and maintain properly.
12. Prepare a consolidated Procurement Plan for the total Project and individual plans for each grant and monitor the progress.
13. Coordinate with relevant divisions of the Ministry of Health, Nutrition & Indigenous Medicine. This involves but not limited to the Offices of the Procurement Division, all Deputy Director Generals, relevant directors, Ministry Procurement Committee, National Medicines Regulatory Authority and Chief Financing Officer.
14. Plan for and organize inspection of receipt goods, to ensure that supplies are received in line with the terms and conditions in Purchase Order.
15. Ensures safe custody of all documents related to procurements at project level.
16. Capacity development of Procurement Officers and other project and national programme staff in relation to the procurement and supply chain management.
17. Any other duties/ responsibilities assigned by the Project Director.

Qualifications

1. A Bachelor's degree in the field of engineering/ management/ finance and physical sciences which is recognized by the University Grants Commission **with** at least 12 years of post qualifying procurement 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 procurement/ supply chain management and logistics 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 30th June 2018

Salary : According to the Management Service Circular No. 01/2016 dated 24th 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 26th 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
3rd 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

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

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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