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சுவசிரிபாய

SUWASIRIPAYA

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எனது இல)
My No.) SAS(MS)/JICA/2016

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Your No. :)

දිනය)
திகதி)
Date) 25.08.2018

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

Health and Medical service Improvement Project

Health and Medical Service Improvement project is launched by Ministry of Health, Nutrition & Indigenous Medicine with an ODA loan granted by government of Japan (JICA) for (i) improving functions of cardiology units and catheter laboratories in selected tertiary care level hospitals in five provinces, (ii) strengthening of facilities in Medical Laboratory Technologists (MLT) of training schools in three provinces (iii) maintenance capacity of Bio Medical Engineering Services (BMES) of the Ministry of Health, Nutrition and Indigenous Medicine. Project implementation is scheduled for 5 years from 2018 to 2023.

Applications are invited for the post of Procurement specialist (01 post) of the Health and Medical Service Improvement Project (HAMSIP) on full time basis. Project Management Unit will be based in Colombo.

Main Duties and Responsibilities

1. Procure goods, works and services conducted in accordance with the provisions of the Government Procurement Guidelines and Project Operations Manual.
2. Coordinate with the staff of PMU (Equipment Specialist and Project Engineer) and Donor Agencies so that technical specifications and terms of reference are prepared for the planned activities.
3. Coordinate with the procurement staff of the Project Management Unit so that documents are signed in a timely manner in accordance with the agreed procedures;
4. Participate in Preparation of Procurement plan and update.
5. Carry out procurement as per the procurement plan of the project
6. Maintain and reporting procurement systems in accordance with the provisions of the Project operation manuals.

7. Preparation and Publication of Procurement notes as applicable under project procurement methods.
8. Participation in the project monitoring activities.
9. Preparation of bidding documents, request for proposals and other documents based on sample forms approved for the project, and selection process, including pre-bid or preproposal meetings, clarifications, bid opening and etc;
10. Administrative and procedural support in evaluation of technical and financial evaluation of bids and the preparation of Bid Evaluation Reports in accordance with the Project Operation Manuals.
11. Administrative and procedural support in technical and financial proposals of the projects and preparation of Technical and financial Evaluation reports.
12. Verification of payment documents under contracts or the supply of goods, works and services.

Reporting Obligations:

The Procurement specialist will report to work under the direction of the Project Director of Health and Medical Service improvement Project.

Qualifications Required:

In accordance with Management Service Circular 01/2016, 24.03.2016

01. One of the following basic qualifications is necessary:

- a. Bachelor's degree (preferably Special degree) in business administration, procurement or a field related to purchasing recognized by the University Grants Commission with at least 12 years post qualifying experience at managerial level out of which 06 years should be in the senior managerial level.
- b. A Bachelor's degree which is recognized by the University Grants Commission and a Postgraduate Degree or full membership of a recognized professional institution related to procurement/ supply management with at least 10 years post qualifying experience in Managerial level.

Or

- c. Class I officer of a Government All Island Services or a similar status in the field related to procurement with at least 09 years experience in the Class I post.

02. Should have proven pharmaceutical, medical and/or public health background.
03. Post graduate qualifications in relevant field would be an added advantage.
04. Preference will be given to those who have a minimum 7 year post qualification experience in a field related to procurement.
05. Excellent working knowledge of procurement guidelines of the Government of Sri Lanka is essential.
06. Preference will be given to those who have prior working experience in a similar capacity in foreign funded projects.
07. Ability to manage the whole procurement process including planning, execution and monitoring, bid document preparation, bid evaluation, contract award, administration, legal aspects and maintaining records and databases relevant to the project.
08. Demonstrated communication skills (written and oral) and consultation skills.
09. Highest proficiency in English is required with fluency in Sinhala and/or Tamil language
10. Strong computer skills- adept at spreadsheet, word processing, presentation, internet and email software.

General Conditions:

- The appointment for the post is on full time basis.
- The initial contract period will be for one year. Renewal will be done on performance basis until the project close.
- The candidate if selected to the post is allowed to resign from the post giving one-month prior notice to the Secretary, Ministry of Health, Nutrition & Indigenous Medicine.
- 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 with the concurrence of JICA 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 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 & Indigenous Medicine

- Candidate should send their 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.

Age Limit:

Under 65 years by 31st August 2018

Salary:

According to the management Service Circular No 01/2016 dated 24th March 2016.

Application 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/email address. Application should be sent to reach the following address on or before 07th September 2018, in a sealed envelope with the following stated on the top left of the envelope "Application for the post of the Procurement Specialist - Health and Medical Service Improvement Project".

Secretary,

Ministry of Health, Nutrition & Indigenous Medicine

"Suwasiripaya", 385, Rev. Baddegama Wimalawansa Thero Mawatha,

Colombo 10


Secretary

Ministry of Health, Nutrition & Indigenous Medicine

B. G. S. Gunathilake
Secretary
Ministry of Health, Nutrition & Indigenous Medicine
"Suwasiripaya"
385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10. Sri Lanka

Application Form

Application for the post of Procurement Specialist, Health and Medical Service Improvement Project

1. Full name of the applicant (In block letters)

2. Name with initials of the applicant (In block letters)

3. Age (For 31.08.2018)

4. National Identity Card number of the applicant (Please attach a certified copy of the NIC)

5. Present place of work

6. Designation

7. Contact details

Applicant's office address	
Office phone number	
Office fax number	
Mobile phone number	
Home phone number (Landline)	
Home address	
Email address	

8. Educational Qualifications (Certified copies to be attached with the CV)

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9. Professional Qualifications (Certified copies to be attached with the CV)

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10. Work Experience

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11. Special claims if any,

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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.

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Signature of the applicant

Date

**Observation and the recommendations of the head of the Institution/Decentralized Unit/
Specialized campaign**

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

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

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Signature of Head of the Institution

Date

(Official Frank)