

# Project Coordinator

දුරකථන } 2698475  
தொலைபேசி } 2698490  
Telephone } 2698507

ෆැක්ස් }  
பெக்ஸ் } 2692913  
Fax } 2694860

විද්‍යුත් තැපෑල }  
மின்னஞ்சல் முகவரி } postmaster@health.gov.lk  
E-mail }

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



සුවසිරිපාය  
சுவசிரிபாய  
SUWASIRIPAYA

මගේ අංකය }  
எனது இல } HPI/OD/A/19/2017  
My No: }

ඔබේ අංකය }  
உமது இல }  
Your No: }

දිනය }  
திகதி } 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 **Project Coordinator** of the Health System Enhancement Project on full time basis in the Project Management Unit (PMU) based in Colombo.

#### Main Duties and Responsibilities

- Assist Project Director/Deputy Project Director in various activities such as budget monitoring, procurement planning, office management and organizing meetings (High Level Ministerial Project Steering Committee, Project Management Unit etc.,)
- Ensure that regular reviews are conducted as per timelines, necessary updates etc., are shared with concerned units and organizations (Provinces, ADB), and action taken, reports are collected and presented to concerned authorities.
- Bring to the attention of the Project Director any operational challenges in a timely manner and propose solutions and alternative strategies for overcoming these issues
- Assist Project Director/Deputy Project Director and other technical officers in ensuring the project adhere to framework and all documentation is maintained appropriately

- Maintain and monitor project plans to facilitate within the given timelines. Identify and resolve operational problems, improvements required to meet the standards in processes in consultation with the Project Director/Deputy Project Director.
- Work closely with Project Implementation Units (PIUs) in 4 Provinces and other strategic partners to ensure project interventions, implementation are in line with ADB/GOSL policies, procedures, rules and regulations where applicable.
- Assess project risks and issues from various sources (PMU, PIU, other stakeholders, vendors) and present it to Project Director/Deputy Project Director for initiating required action.
- Ensure that Project Management Unit (PMU) and all Project Implementation Units (PIUs) team members understand the scope of the project and their individual responsibilities.
- Provide administrative support to PMU and PIUs as and when needed
- Any other duties and responsibilities as assigned

### **Reporting Obligations**

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

### **Qualifications & Experience**

In accordance with the Management Circular No. 01/2016 dated 24<sup>th</sup> March 2016

1, 2 or 3 below

1. Bachelor's Degree in the relevant field recognized by the University Grants Commission or having obtained a certificate of proficiency not below than the NVQ level 7, issued by a technical/ Vocational training institute accepted by tertiary and vocational education Commission for a post related to a technical field and at least 2 years experience in the required area of specialization  
or
2. Having obtained a certificate of having obtained a certificate of proficiency not below than the NVQ level 6, issued by a technical/ Vocational training institute accepted by tertiary and vocational education Commission for a post related to a technical field and at least 7 years experience in the required area of specialization  
or
3. Having obtained a certificate of having obtained a certificate of proficiency not below than the NVQ level 5, issued by a technical/ Vocational training institute accepted by tertiary and vocational education Commission for a post related to a technical field and at least 12 years experience in the required area of specialization

### **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 65 years by 30<sup>th</sup> April 2018

#### **Salary**


Level PS 6, in accordance with the Management Circular No. 01/2016 dated 24<sup>th</sup> March 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 30<sup>th</sup> April 2018**, in a sealed envelope stating "Application for the post of Project Coordinator – 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.**

# Project Secretary

දුරකථන } 2698475  
தொலைபேசி } 2698490  
Telephone } 2698507

ෆැක්ස් }  
பெக்ஸ் } 2692913  
Fax } 2694860

විද්‍යුත් තැපෑල }  
மின்தொடர்பு முகவரி } [postmaster@health.gov.lk](mailto:postmaster@health.gov.lk)  
E-mail }

වෙබ් අඩවිය }  
இணையத்தளம் } [www.health.gov.lk](http://www.health.gov.lk)  
Website }



සුවසිරිපාය  
சுவசிரிபாய  
SUWASIRIPAYA

මගේ අංකය }  
எனது இல } HPI/OD/A/19/2017  
My No: }

ඔබේ අංකය }  
உமது இல }  
Your No: }

දිනය }  
திகதி } 05.04.2018  
Date }

## සෞඛ්‍ය, පෝෂණ හා දේශීය වෛද්‍ය අමාත්‍යාංශය சுகாதார, போசணை 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 **Project Secretary** of the Health System Enhancement Project on full time basis in the Project Management Unit (PMU) based in Colombo.

#### Main Duties and Responsibilities

- Receive telephone calls and forward them to concern PMU staff
- Receiving and dispatching all office communication by e-mail, fax, post, etc. with the support of Office Assistant
- Maintain adequate system for receiving filing and dispatching communications. Distribute communications to the relevant recipients for action or information (assures copying and further distribution)
- Maintaining appropriate logs and chronological files of all written communication as well as the general archive of the office
- Regularly check the incoming & outgoing postal mail on due time
- Maintaining an updated address and phone lists of project counterparts, staff and all Implementing Agency staff working on the project



- Providing secretarial services as required (i.e. write correspondence, phone calls, photocopies, etc.)
- Arranging appointments of the Project Director and other senior staff
- Administrative support for the PMU.
- Follow up logistical arrangement for staff missions and other travel arrangements and maintain the mission log
- Organize travel arrangements and hotel bookings for staff and visitors.
- Any other duties and responsibilities as assigned

### **Reporting Obligations**

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

### **Qualifications & Experience**

In accordance with the Management Circular No. 01/2016 dated 24<sup>th</sup> March 2016

1 or 2 below

1. GCE (O/L) examination passed in six (6) subjects with three (3) credit passes including English and Sinhala/Tamil language with a secretarial course from a recognized institution or perusing examinations leading to Chartered Secretary with minimum 04 years' experience in relevant field.

or

2. A chartered Secretary with 03 years' experience in relevant field.

Basic knowledge on MS Office package and operating computers is required.

### **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 30<sup>th</sup> April 2018

## Salary

Level PS 6, in accordance with the Management Circular No. 01/2016 dated 24<sup>th</sup> March 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 30<sup>th</sup> April 2018**, in a sealed envelope stating "Application for the post of Project Secretary – 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.**