

දුරකථන } 2698475  
தொலைபேசி } 2698490  
Telephone } 2698507

ෆැක්ස් }  
பெக்ஸ் } 2692913  
Fax } 2694860

විද්‍යුත් තැපෑල }  
மின்தொலைபேசி 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 } 19.04.2018  
Date }

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

**Main Duties and Responsibilities**

- Ensure availability of funds for project activities by following the necessary financial regulations and guidelines relevant to the project.
- Make the necessary arrangements to obtain the funds from the imprest account
- Establish and maintain imprest and other accounts acceptable to the government and ADB.
- Establish appropriate systems for financial control, checks, and balances for financial transactions and expenditure items according to ADB guidelines.
- Prepare recurrent and capital expenditure budgets for the project in line with approved funding arrangements
- Finalization of annual accounts of project and submit it to ADB for review and Auditor General for auditing
- Preparation of annual disbursement schedule for the project

- Check withdrawal applications and submit to ADB for replenishment according to ADB Disbursement Handbook
- Establish financial management system for all expenditure of the project
- Prepare annual budget requirement of the project and submit to MOHNIM to include in the annual budget proposal
- Provide advice to the preparation of project accounts in PIUs on project financial management system and review monthly accounts statements submitted by PIU.
- Provide a fund utilization report with project disbursement progress to High Level Ministerial Project Steering Committee (HLMPSC) for review
- Maintain separate records and accounts adequate to identify the financing resources received and expenditures made on the Project, including the goods, works, and services financed out of the loan proceeds and out of counterpart funding.
- Use Statement of expenditure (SOE) procedures to reimburse eligible expenditures and to liquidate advance made into the imprest account
- Coordinate and provide necessary guidance to the Accountants of PIUs regarding financial management matters.
- Implementation of financial management assessment recommendations by ADB
- Coordinate with the project internal auditor to facilitate conducting audit checks and strengthen internal control mechanisms for PMU and PIUs
- Any other duties and responsibilities as assigned

#### **Reporting Obligations**

The Project Finance Manager 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. A Bachelor's Degree in the relevant field recognized by the University Grants Commission with minimum 10 years of post-qualifying experience at managerial level which includes minimum 5 years at Senior managerial level  
Or
2. A Bachelor's Degree in relevant field recognized by the University Grants Commission and a Postgraduate Degree or full membership of a recognized professional institution in the relevant field with minimum 8 years of post-qualifying experience at managerial level.  
Or
3. Class 1 officer of a Government all Island services or a similar status in the relevant field with minimum 7 years' experience in the Class 1 post.

## 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 23<sup>rd</sup> July 2018

## Salary

Level PS 3, 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 23<sup>rd</sup> July 2018, in a sealed envelope stating "Application for the post of Project Finance Manager – Health System Enhancement Project" on the top left of the envelope; on the top left of the envelope; or email to project Director, Health System Enhancement Project, [anilrd21@gmail.com](mailto:anilrd21@gmail.com).

## Deputy Director General Planning

Ministry of Health, Nutrition & Indigenous Medicine

'Suwasiripaya',

No. 385,

Rev. Baddegama Wimalawansa Thero Mawatha,

Colombo 10.

# Application Form

## ADB Funded Health System Enhancement Project

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

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

3. Age (as at 30 April 2018)

--	--	--	--	--	--	--	--	--	--

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

--

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

--

10. Work experience

11. Special comments/notes

I agree to travel out of Colombo even during weekends as and when required.

I certify that the above particulars are true and correct.

.....

Signature of the applicant

.....

Date

**Observation and the recommendations of the head of the Institution**

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.

.....

Signature of Head of the Institution

.....

Date

(Official frank)