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சுவசிரிபாய
SUWASIRIPAYA

මගේ අංකය)
எனது இல)
My No.) SAS (MS)/JICA/HMSIP/2018

ඔබේ අංකය)
உமது இல)
Your No. :)

දිනය)
திகதி)
Date) 31 .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 Project Management Assistants (04 Posts) of the Health and Medical Service Improvement Project (HMSIP) on full time basis. Project Management Unit will be based in Colombo.

Main Duties and Responsibilities

1. Assistanting implementation of project activities
2. Assist to Project Director, Deputy Project Director, Project Accountant, Engineers and Procurement Specialist on finance and administration matters
3. Maintain physical files and records of the projects
4. Prepare/ check financial documents including payment and settlement vouchers
5. Maintain office inventory and stock books
6. Perform other tasks that may entrust by the project Director, Deputy Project Director, Project Accountant, Engineers and Procurement Specialist

Reporting Obligations:

Project Management Assistant will report to work under the direction of the Project Director of Health and Medical Service Improvement Project.

Qualifications

1. Having passed three subjects in GCE (A/L)
2. Having passed six subjects with four credit passes in GCE (O/L) examination including Sinhala/Tamil, Mathematics and English
3. Proficiency in Micrisoft Office package with skills of working in Excel and word
4. Not less than 03 years working experience in the field of finance and administration
5. Experience in the foreign funded projects implemented by the Government entities would be an added qualification
6. Fluency in the written and spoken use of English language

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 Seretary 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 14th September 2018, in a sealed envelope with the following stated on the top left of the envelope "Application for the post of the Project Management Assistant - Health and Medical Service Improvement Project".

**Senior Assistant Secretary (Medical Services),
Project Director – Health and Medical Service Improvement Project,
Room No: 20, 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 Project Management Assistant, 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)