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சுவசிரிபாய

SUWASIRIPAYA

මගේ අංකය )  
எனது இல )  
My No. ) SAS(MS)/JICA/2016

ඔබේ අංකය )  
உமது இல )  
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 Project Accountant (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) Create project accounts in the accounting system
- 2) Maintain project-related records, including contracts and change orders
- 3) Authorize access to project accounts
- 4) Authorize the transfer of expenses into and out of project-related accounts
- 5) Review and approve supplier invoices related to a project
- 6) Review and approve time sheets for work related to a project
- 7) Review and approve overhead charges to be applied to a project
- 8) Review account totals related to project assets and expenses
- 9) Investigate project variances and submit variance reports to management
- 10) Confer with receivables staff regarding unpaid contract billings
- 11) Report on project profitability to management

- 12) Report to management on any opportunities for additional billings
- 13) Report to management regarding the remaining funding available for projects
- 14) Create or approve all project-related billings to customers
- 15) Investigate all project expenses not billed to customers
- 16) Respond to requests for more detail from customers
- 17) Approve the write-off of any project-related billings that cannot be billed to or collected from customers
- 18) Close out project accounts upon project completion
- 19) Create and submit government reports and tax returns related to projects
- 20) Compile information for internal and external auditors, as required

**Reporting Obligations:**

The Project Accountant 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. A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission and at least 08 years post qualifying experience in the relevant field.

Or

02. An officer of the Government All Island Service Class III/II or above or similar status in the relevant field with at least 09 years' experience in class II/III post.

**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 31<sup>st</sup> August 2018

**Salary:**

According to the management Service Circular No 01/2016 dated 24<sup>th</sup> 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 07<sup>th</sup> September 2018, in a sealed envelope with the following stated on the top left of the envelope "Application for the post of the Project Accountant - 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 Project Accountant, 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)**