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சுகாதார, போசணை மற்றும் சுதேச வைத்திய அமைச்சு

Ministry of Health, Nutrition & Indigenous Medicine

Primary Health Care System Strengthening Project

Vacancy Announcement for Office Assistant- (01 positions)

Primary Health Care System Strengthening Project is a World Bank supported project under the Ministry of Health, Nutrition and Indigenous Medicine which will be implemented with the objective of improving the delivery of primary health care services, to address the changing health needs of the population of Sri Lanka. The project results will contribute to the achievement of SDG 3 “ensure healthy lives and promote wellbeing for all at all ages” and the World Bank institutional priority of achieving universal health coverage. The Project is expected to be implemented over a period of 5 years and has three components. **Component 1-** PHC Reorganization Strategy Implementation, **Component 2-** Project Implementation Support and Innovation Grants and **Component 3-** Contingent Emergency Response Component.

Applications are being called for the post of Office Assistant of the Primary Health Care System Strengthening Project on a full time basis. This position will be based in the Project Management Unit in Colombo.

Duties and Responsibilities

Managing paper filing system of the Project Management Unit

Updating paperwork, maintaining documents and processing letters

Greeting and aiding with clients and visitors as needed

Helping organize and maintain office common areas

Advance preparation for meetings, conferences and events organize by the Project

Organizing travel by booking accommodations and reservations needs as required

Check stock of office supplies regularly and report items needed

Maintaining office equipment as needed

Work as an assistant to higher officials of the unit

Qualifications

- Having passed six subject in GCE (O/L) examination including Sinhala/Tamil, Mathematics
- Basic knowledge in handling Microsoft Office package, computer and office equipment.
- Moderate level fluency in writing and spoken use of English language
- Experience in the foreign funded development projects implemented by the Government entities and proficiency in working English language would be an added qualification.

General Conditions

- Applications from public sector employees those who wishes to report on secondment basis / full time release basis will not be considered
- The appointment for the post is on full time basis.
- The initial contract period will be for one year, with provision for renewal on performance basis till the end of the project.
- The candidate if selected to the post can resign from the post giving one month prior notice to the Project Director.
- 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 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 of the termination of the service.
- Only short listed applicants will be called for interview.
- Selected applicant should be able to take up the appointment immediately.

Age Limit: Under 45 years by 31st May 2018

Salary : According to the Public Administration Circular No. 03/2016

Application with detailed Curriculum Vitae supported by copies of education, experience and other qualifications with names of two non-related referees along with the contact telephone/fax/email address should be sent to reach the following postal address through registered post or email (shsdp@health.gov.lk) on or before 14th June 2018. Application must be in a sealed envelope with the following stated, on the top left side of the envelope or title of the email "***Application for the Post of Management Assistant – Primary Health Care System Strengthening Project***".

Project Director- Primary Health Care System Strengthening Project
Second Health Sector Development Project Office
3rd Floor, J.R.Jayawardhana Centre
Colombo 7

Application form

1. Full name of the applicant

2. Name with Initials of the applicant

3. Designation of the applicant

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

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5. Post Applied for

Contact Details

7. Office Address	
Office Phone Number	
Office Fax Number	
Mobile Phone Number	
Home Phone Number	
Home Address	
Email Address	

8. Qualification (certified copies to be attached with the CV)

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8. Work experience

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9. Special Comments

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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 applicant

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Date

Observation and Recommendation of the Head of Institution / Decentralized Unit / Specialized Campaign.

I certify the particulars furnished by the applicant, are correct. (State any incorrect information, if furnished by the applicant).

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

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Signature of Head of the institution

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Date