

VACANCY

Health System Enhancement Project / Health System Enhancement Project – Additional Financing Project Management Unit - Ministry of Health

Asian Development Bank Funded Health System Enhancement Project and Health System Enhancement Project – Additional Financing is proposed to carry out reforms of the Primary Health Care Services proposed by the Primary Health Care Policy in Central, North Central, Sabaragamuwa and Uva Provinces from 2019 to 2025.

Applications are invited for the following position **on full time** basis in the **Project Management Unit (PMU) based in Colombo 08**. Please note that the initial contract is for one year and is renewed based on performance/ and the requirement.

Position	Qualification	Salary Scale
Procurement Officer	A Bachelor's Degree in the relevant field recognized by the University Grants Commission. Minimum 02 years post-qualifying experience in required areas of specialization.	Category PS6 in accordance with the Management Circular No. 01/2019 dated 15.03.2019.

Age Limit

Under 64 years by 06.10.2023

Duly completed application (compulsory), together with detailed curriculum vitae supported by copies of educational and professional qualifications/experience and names of two non-related referees along with their contact details (telephone/fax/email) should be sent to reach the following address (email/post/by hand) on or before **06.10.2023** in a sealed envelope stating the specific position on the top left of the envelope. Applications sent after closing date will be rejected.

**Address - Project Director
Health System Enhancement Project
3/19, Kynsey Road, Colombo 08**

Email - careers.hsep@gmail.com (for E - Submissions)

Telephone - +94 11 2 697 173/ +94 11 2 056 535

Fax - +94 11 2 697 163

Terms of References - Procurement Officer

- Support the Deputy Project Director and the Procurement Specialist (PMU) in all procurement and contract management matters;
- Strengthen capacity of PIUs staff in all procurement and contract management matters, ensuring that they have a sound understanding of the ADB systems and good practices;
- Ensure the procurement performance monitoring system is integrated into PIU's monitoring system
- In charge for all project related procurements, including quotations, analysis and approvals for purchases / imports etc.
- Execution of the procurement of Medical Equipment, Health Products, Goods, Services including Consultancy Services, Civil Works, Non-Health products and Non-Health Equipment complying with the NPA procurement guidelines, ADB guidelines and Ministry of Finance regulations on Procurement.
- Preparing necessary documentation for procurement e.g. bid documents to invite bids under International Competitive Bidding, National Competitive Bidding and National Shopping Procedures
- Ensuring that all procurements are according to ADB guidelines
- Supporting the Technical Evaluation Committee with the preparation of the Technical Evaluation Committee Report in line with the NPA guidelines.
- Support the Project Procurement Committee (PPC) with regard to the award of contracts and other issues related to procurement and ensure minutes of meetings and documentation are available
- Monitor the procurement activities of the PPC and Ministry Procurement Committee for compliance
- Maintain records of all items purchased and relevant details thereof with registers of assets and inventoried items.
- Preparation of contractual agreements.
- Maintain contact with suppliers and ensure goods / orders are delivered on time to the correct locations as per instructions issued
- Provide necessary support in developing procurement strategies for packaging works for subprojects and consultant's services to PMU.

- Ensure any areas of non-compliance in procurement and contract management are detected through verification of claims and reported to Deputy Project Director (PIU) and provide recommendation for remedial action.
- Prepare regular Monitoring reports for Tender Evaluation Committees.
- Any other tasks related to procurement designated by the Project Director/Deputy Project Director which may arise out of the course of business.

Health System Enhancement Project

Application for the Post of

Section I

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

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

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3. Date of Birth

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4. Age 5. Sex 6. Marital Status

7. National Identity card number/Passport Number of the applicant

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8. Postal Address

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9. Telephone Number

a) Residence:

b) Mobile:

10. E-mail Address

11. Academic Qualifications*

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12. Professional Qualifications*

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13. Memberships in Professional Bodies*

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14. Professional Experience (in chronological order)*

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15. If you are currently employed

- a) Present place of work
- b) Designation
- c) Office Address

16. Special comments/notes

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17. Two Non-Related Referees (Name, Designation, Contact Details)

I.

II.

I certify that the particulars furnished by me are correct and true. If any information found incorrect before/after the interview my application/appointment will be rejected.

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Signature of the Applicant

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Date

• This application should accompany following documents

- a) Curriculum vita with a photograph
- b) Certified Copies of
 - NIC/Passport
 - a. Academic Qualifications
 - b. Professional Qualifications
 - c. Memberships in Professional Bodies

Section II

• *To be filed by Head of the Institution of currently employed applicants;*

1. Name of the Applicant
2. NIC Number
3. Name of the Institution
4. Designation of the Applicant
5. Service Period
6. Recommendations

The candidate can be released with immediate effect from the current employment if she/he is going to be selected.

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Signature and Rubber Stamp of the Head of the Institution

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Date