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சுகாதார, போசணை மற்றும் சுதேச வைத்திய அமைச்சு  
**Ministry of Health, Nutrition & Indigenous Medicine**

**The Second Health Sector Development Project (Component II)**  
Funded by the World Bank (Loan No.5228 LK)

## VACANCY – Office Aide

The Second Health Sector Development Project funded by the World Bank is being implemented with the objective to contribute to the goals of the National Health Development Plan (NHDP). The project has two components.

Applications are being called for the post of **Office Aide** under the Component II of the Second Health Sector Development Project on a fulltime contract basis. This position will be based in Colombo. Also, though the working time is 8 hours the selected officer must be ready to work longer as and when required. Also he/ she will be required to work during week end if the need arises.

### Key duties and responsibilities

- Collecting, distributing and posting office mails and correspondence documents
- Operate copy machines and making photocopies as needed
- Answering telephone calls and handling fax communication
- Assisting project staff to organize project meetings
- Maintaining project office paper filling system
- Check stock of office supplies regularly and report items needed
- Any other responsibilities given by the project Specialist

### Qualifications

- Pass six subjects of GCE (O/L) including Mathematic, and Sinhala or Tamil
- Not less than 01 year work experience in an office environment
- Experience in the foreign funded development projects implemented by the Government entities would be an added qualification
- Basic knowledge on computer and office equipment
- Moderate level fluency in written and spoken use of English language

### **General Conditions**

- The initial contract period will be for 06 months, with provision for renewal on performance basis till the end of the project
- Only short listed applicants will be called for Interview
- Selected applicant should be able to take up the appointment immediately
- Age Limit: Under 40 years by 30<sup>th</sup> June 2017

Salary: According to the Management Service Circular No 01/2016 dated 24th March 2016 Other Benefits: The Contribution of the employer for EPF is 12% and ETF 3% of the salary. The EPF contribution of the employee is 8% of the salary.

Application must be in a sealed envelope with the following stated, on the top of the left side of envelope "Application for the Post of Office Aide – SHSDP Component II", and should reach the below mentioned address before the **05<sup>th</sup> July 2017**.

Project Director  
Second Health Sector Development Project  
3<sup>rd</sup> Floor, J.R.Jayawardena Centre  
No. 191, Dharmapala Mawatha  
Colombo 7