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

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

## VACANCY

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). It has two components and in the component 1, the funds are allocated in to four thematic areas namely; Health System Improvement, Maternal & Child Health and nutrition, communicable diseases control & prevention and non-communicable diseases control and prevention. Component II runs in the project mode and has to monitor the results of component I, fund for innovation projects, and provide capacity building training for health professionals.

Applications are being called for the below mentioned vacancy under the Component II of the Second Health Sector Development Project on a fulltime contract basis. This position will be based in Colombo. But the selected officer will have to travel outside as and when required. 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.

### Post of Project Officer

#### Key duties and responsibilities

- i. Assisting in conducting project procurement activities according to the procurement plan
- ii. Coordinate implementation of Innovation Research Grant Projects.
- iii. Coordinate activities related to the capacity building plan of the health sector.
- iv. Assisting in conducting review meetings.
- v. Assisting gathering necessary information related to projects.
- vi. Assisting to organize Project Steering Committee meetings.
- vii. Any other responsibilities given by the project Director.

## Qualifications

- A Bachelor Degree in Management, Finance, Project Management or any other related degree which is recognized by the University Grant Commission or having obtained a certification of proficiency not below than NVQ level 7
- Experience in the foreign funded development projects implemented by the Government entities would be an added qualification
- Intensive knowledge in word processing and spreadsheets
- Fluent in the written and spoken use of English language

## General Conditions

- The initial contract period will be for six 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 55 years by 31<sup>st</sup> August 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.

Candidates who are already in the public service should send in their applications through Head of the Department / CEO of the Agency. The Head of the Department / CEO should indicate that the candidate will be released from the current employment in the event of being selected to the post.

Application must be in a sealed envelope and marked, on the top of the left side of envelope "Application for the Post of Project Officer – SHSDP Component II", and reach the below mentioned address before the **27<sup>st</sup> December 2017**.

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

**Application form**

1. Full name of the applicant

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2. Name with Initials of the applicant

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3. Date of Birth

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

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5. Contact Details of the applicant

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

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

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7. Work experience

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8. Special Comments

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I agree to travel out of Colombo even during weekends as and when required

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Signature

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Date