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

**The Second Health Sector Development Project (SHSDP)
(Component II)**

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.

1. Post of Project Specialist

Duties and Responsibilities:

1. Manage human resource and administration functions of the Project Office
2. Processing of the Project Proposals including the Final Proposal
3. Support for Monitoring and Evaluation of the Project
4. Field visits to evaluate project progress
5. Co-coordinating the Project Steering Committee meetings and Review meetings
6. Follow up the Procurement Plan.
7. Facilitating the appointment TEC's and PEC's and proving the relevant documents and reports to the committees.
8. Support for project procurements according to finance regulations of World Bank and MoH

Qualifications:

Bachelor's degree in the relevant field which is recognized by the University Grants Commission with at least 08 years post qualification experience in the relevant field.

Or.

Bachelor's degree which is recognized by the University Grants Commission and a Postgraduate Degree or full membership of a recognized professional institution in the relevant field, with at least 04 years of post-qualifying experience in managerial level.

Or.

Officer of a Government All Island Services Class II or above or a similar status in the relevant field with at least 09 years' experience.

General Conditions

- The initial contract period will be for one year, 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 57 years by 31st 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 accompanied with the CV and cover letter must be in a sealed envelope with the position marked on the top of the left side of envelope and send to below mentioned address on or before 09th August 2017.

Project Director

Project Office – Second Health Sector Development Project – Component II
No. 191, 3rd Floor, J R Jayawardena Centre,
Dharmapala Mawatha,
Colombo 07.

Secretary,
Ministry of Health

Application Form

1. Full name of the applicant

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2. Name with Initials of the applicant

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3. Position applied

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4. Date of birth

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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. Academic qualification

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7. Work experience

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8. Special Comments

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I certify that above information provided are true and correct.

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Signature

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Date