



සෞඛ්‍ය, පෝෂණ සහ දේශීය වෛද්‍ය අමාත්‍යාංශය
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 (Secondment Basis)

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 secondment 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 filing system
- Check stock of office supplies regularly and report items needed
- Maintain the cleanliness of the office and equipment and keep the place neatly and tidy
- 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 a permanent carder of a government entity
- 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 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 40 years by 31st August 2017

Salary: According to the Management Service Circular No 01/2016 dated 24th March 2016. The selected person shall be paid with one third (1/3) of the salary of his current post in the permanent position.

Candidates who are already in the public service should send 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 **23rd August 2017**.

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

Application form – Office Aide

1. Full name of the applicant

2. Name with Initials of the applicant

3. Address

4. National Identity card Number of the applicant

--	--	--	--	--	--	--	--	--	--

5. Contact Details of the applicant

Mobile Phone Number	
Home Phone Number	
Email Address	

6. Qualification

.....

.....

.....

.....

7. Work experience

.....
.....
.....
.....
.....

8. Other experience

.....
.....
.....
.....
.....

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

.....
Signature

.....
Date