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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)

Post of Procurement Specialist

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. Ministry of Provincial Councils & Local Government implements the component 1 with collaboration of the Ministry of Health. 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.

Duties and responsibilities

- i. Preparation and update the procurement plan
- ii. Follow up procurement activities according to the procurement plan
- iii. Handling project procurement activities according to the World Bank procurement procedures
- iv. Facilitating the appointment of TECs and PECs and providing the relevant document and reports to the committees
- v. Prepares formal invitations for bids and solicitation documents, including required special terms and conditions, performance, and technical criteria
- vi. Corresponds and communicates with suppliers and departments regarding services and complaints
- vii. Prepare specifications and bidding documents for TEC to process, and prepare TEC and PPC minutes assisting the TEC and PPC.
- viii. Coordinate the conducting of procurement training programmes.

Qualifications

- A Bachelor Degree in the relevant field which is recognized by the University Grant Commission or having passed the intermediate examination of a recognized professional institute in the purchasing and supply chain
- Not less than 08 years post qualifying experience in the field of procurement and supply chain management
- An officer of the government all island services Class 111/11 or above or similar status in the relevant field with 9 years' experience
- Experience in the foreign funded development projects implemented by the Government entities would be an added qualification
- Intensive knowledge on computer literate in word processing and spreadsheets, and fluent in the 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 (June 2018).
- Only short listed applicants will be called for Interview
- Selected applicant should be able to take up the appointment immediately Age Limit: Under 62 years by 28th February 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 with the following stated, on the top of the left side of envelope "Application for the Post of Procurement Specialist – SHSDP Component II", and should reach the below mentioned address before the **1st March 2017**.

Project Director
Second Health Sector Development Project (Component II)
Ministry of Provincial Councils and Local Government
No. 330, Dr. Colvin R. de Silva Mawatha (Union Place),
Colombo – 02.

Application form

1. Full name of the applicant

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2. Name with Initials of the applicant

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3. Designation of the applicant

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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