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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 Senior Legal Officer**

**1. Background**

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 I, 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 I 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. Accordingly, the Innovations projects need to take numbers of legal actions. Hence, Senior Legal Officer shall be appointed to the Project to obtain legal opinions to avoid the delays of implementation activities of the Project.

Applications are being called for the below mentioned vacancy under the Component II of the Second Health Sector Development Project on a full time basis. This position will be based in Colombo.

**2. OBJECTIVES**

The objectives of the Services are:

- i. To assist the Project Management Unit (PMU) of the SHDP to prepare and process all the legal document of the innovation and other projects, through provision of hands-on in-line services as necessary;
- ii. To coordinate with the relevant Authorities including Chief Legal Officer of the Ministry of Health, Attorney Generals Department and prepare legal submissions on project related legal activities, and
- iii. To strengthen the legal capacity of the dedicated staff of the PMU.

### **3. DESCRIPTION OF SERVICES**

The Senior Legal Officer shall carryout all the activities necessary to achieve the objectives stated above; and in doing so shall assist the PMU of the SHSDP through provision of hands-on in-line services, including but not necessarily limited to the following:

- Preparation and review of legal Formats and Draft Contract Agreements.
- Coordinate for approval of legal documents and Contract Agreements from relevant authorities.
- Follow up the action on the Contract Agreements.
- Handling project related legal activities.
- Facilitate to coordinate with the relevant authorities including Attorney Generals Department and prepare legal submissions on project related legal activities.
- Handling the litigation activities in accordance with the available provisions of the World Bank and Government of Sri Lanka
- Actions to reduce the legal risks on project related activities.
- Opinions and guidance to stream line the project activities as desired by the Government of Sri Lanka.

### **4. REPORTING AND OTHER DELIVERABLES**

The Senior Legal Officer shall provide necessary Reports to the Project Director of the PMU of the SHSDP when necessary. In addition, the Senior Legal Officer shall provide clearance for all the Legal Documents, Contract Agreement and related reports required under the provision of the tasks described above with special attention to Innovation Projects.

### **5. EXTENT OF THE SERVICES**

Initially 01 year, extendable depending on the performance of the Senior Legal Officer and the requirements of the PMU of the SHSDP.

### **6. QUALIFICATION AND EXPERIENCE**

- A Bachelor's Degree in legal discipline which is recognized by the University Grant Commission or a recognized professional institute in the legal field with at least eight years post qualifying experience in the legal field.

Or

- An officer of the Government All Island Services Class III/II or above or similar status in the relevant field. With at least nine year experience.
- The Senior Legal Officer shall also be computer literate in word processing and spreadsheets, and shall be fluent in the written and spoken use of the contract language, which is English.

## 7. 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 28<sup>th</sup> 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 Senior Legal Officer – Second Health Sector Development Project – Component II", and should reach the below mentioned address before the **1<sup>st</sup> March 2017**.

### **Project Director**

Second Health Sector Development Project  
Ministry of Health, Nutrition and Indigenous Medicine

No. 191, 3<sup>rd</sup> Floor, J.R.Jayawardena Centre,  
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. 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