



Ministry of Health



**MINISTRY OF HEALTH AND MASS MEDIA
GLOBAL FUND PROJECT
HIV COMPONENT (LKA-H-MoH)**

Immediate Vacancies

Global Fund to Fight AIDS, Tuberculosis & Malaria (Global Fund) has awarded two grants to Sri Lanka amounting to US\$ 6,381,149 for the period 01st January 2025 to 31st December 2027 of which the Ministry of Health and Mass Media is the Principal Recipient. The components are involved in the prevention and control of HIV/AIDS and Tuberculosis.

Fulltime services of **the following four positions on contract basis up to 31st December 2027** are required for the HIV Grant of the Global Fund Project, Ministry of Health and Mass Media and applications are being called only from suitable candidates who possess required qualifications, experience, skills and competencies.

- 1. ICT Assistant**
- 2. Office Assistant**
- 3. Lab Assistant – Mobile Clinic – 02 vacancies**
- 4. Mobile Outreach Worker – Mobile Clinic – 02 vacancies**

For detailed information regarding the main duties and responsibilities, required qualifications, experience, skills, and competencies, and general conditions of the above posts, please visit:

https://aidscontrol.gov.lk/index.php?option=com_content&view=article&id=55&Itemid=160&lang=en

Closing Date: 03rd JULY 2026

Applications with detailed Curriculum Vitae or Bio Data (no specific format) attaching copies of education, experience and other qualifications along with the contact telephone/fax/email address should be sent through REGISTERED POST (ONLY) to the ADDRESS below with the title “APPLICATION FOR THE POST OF (post you apply), HIV Grant, Global Fund Project” on or before 03rd July 2026.

**The Director,
HIV Grant, Global Fund Project National STD/AIDS Control Programme, No.29 De Serum Place, Colombo 10.**

Applications that do not meet the required qualifications, experience, skills, and competencies, which are late, incomplete, not included supporting documents, or sent via any other method other than REGISTERED POST (email, hand delivery, or to any other address) will not be considered and rejected.

**MINISTRY OF HEALTH
GLOBAL FUND GRANT
HIV COMPONENT**

Post of ICT Assistant

Global Fund to Fight AIDS, Tuberculosis & Malaria (Global Fund) has awarded grants to Sri Lanka amounting to US\$ 6,381,149 for the period 01st January 2025 to 31st December 2027 of which the Ministry of Health is the Principal Recipient. This project supported components are involved in the prevention and control of HIV/AIDS and Tuberculosis.

The ICT Assistant, will be responsible for providing Information & Communication Technology support for all digital systems of NSACP. The position will be under the supervision of the coordinator (Strategic Information Management Unit) and Director - National STD/AIDS Control Programme (NSACP) and will be based at the Strategic Information Management Unit (SIM) of NSACP located at the 1st Floor, Suwasiripaya, No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo-10.

Duties and Responsibilities:

1. Provide ICT hardware and software support to the implementation, sustainability and maintenance of Electronic Information management system (EIMS), Prevention Information Management System (PIMS) , Know4sure.lk and the web and KP dashboard of NSACP
2. Installing and configuring, setting up peripheral locations, maintaining and repairing of the servers and hardware, helping and training of users, keeping records on user activities and maintenance of all digital systems on NSACP.
3. Provide administrative support for meetings under SIM unit, workshops and training programmes.
4. Maintain a comprehensive filing system for all EIMS, PIMS, Know4sure.lk of NSACP
5. Assisting the ICT officer in maintaining the inventory of electronic items under SIM unit of NSACP
6. Obtain documents and information from outside sources or other sections within the institution and disseminate such information as required.
7. Assist/support other grants of the Global Fund Grant of the Ministry of Health, when needed.
8. Any other activity supervised or instructed by the Coordinator SIM Unit.

Required Qualifications, Experience and Competencies:

1. Should have passed the General Certificate of Education (Ordinary Level) examination in six (06) subjects at one sitting with credit passes in Sinhala/Tamil/English Language, Mathematics, and two other subjects and a pass in all subjects at the General Certificate of Education (Advance Level) Examination (other than the common general paper) at one sitting (a pass in 3 subjects under the old syllabus at one sitting would be sufficient)
2. Diploma completed in ICT related field or part qualified; or National Vocational Qualification (NVQ) level 4 or higher NVQ certificate in the field of Computer/Information Technology/Information and Communication Technology; or A course in the field of Computer /Information Technology /Information Communication Technology of which the duration is not less than 1500 hours will be an added advantage.
3. 2-3 years hands-on working experience in computer hardware, networking and communication, MIS help desk, MS Office (Word, Excel and PowerPoint) is essential.
4. Preference will be given to those who have prior working experience in a similar capacity in foreign funded projects, especially in the public sector.
5. Experience in working with secured information system is preferable.
6. Ability to work independently to hardware troubleshoot, perform root cause analysis, identify and isolate technical issues etc.
7. Ability to repair desktop and laptop computers will be an added advantage
8. Formal training in the relevant field will be a definite asset.
9. Formal certification in relevant field will be a distinct advantage.
10. Outstanding team player with the ability to adapt to organization's environment and has an interest to grow with the organization.
11. Strong computer skills adept at statistical software, spreadsheet, and word processing, presentation, internet and email software is a must.
12. Proficiency in English is required with fluency in Sinhala and/or Tamil language.
13. Demonstrated communication skills (written and oral) and negotiation /consultation skills is required.



Ministry of Health,

General Conditions:

1. The duty station will be Colombo but may need to travel to project implementation sites all over the country.
2. Age should be below 64 years as at 31.12. 2026.
3. Recruitment will be on contract basis.
4. The initial contract will be for one year, of which the first three months will be on probation. The contract period is renewable annually, through the satisfactory performance demonstrated at a formal performance appraisal by the Supervising Officers and Global Fund written approval.
5. ICT Assistant's salary is as per Public Administration Circular No 02/2026; Service Code: MN-2 -Grade III. (Initial salary: [Rs. 88,240.00 = Basic Salary: Rs. 46,960.00 * 1.5 + Cost of Living Allowance: Rs. 17,800.00])
6. The contribution of the employer for EPF is 12% and ETF is 3% of the salary. The EPF contribution of the employee is 8% of the salary.
7. Selected applicant should be able to take up the assignment within reasonable time period preferably within one month.
8. Candidates who are already in the public service should send their applications through the relevant Head of the Department / CEO of the Agency who should indicate that the candidate could be released in the event of being selected to the post.

Job Description

MINISTRY OF HEALTH GLOBAL FUND GRANT HIV COMPONENT

Post of Office Assistant

Global Fund to Fight AIDS, Tuberculosis & Malaria (Global Fund) has awarded 2 grants to Sri Lanka amounting to US\$ 6,381,149 for the period 01st January 2025 to 31st December 2027 of which the Ministry of Health is the Principal Recipient. This project supported components are involved in the prevention and control of HIV/AIDS and Tuberculosis.

The Office Assistant will assist the Project Implementation Unit staff by carrying out all office administrative procedures.

The Office assistant will work under the supervision of the Program Manager/Director-NSACP.

The position will be based at the National STD/AIDS Control Programme (NSACP) Office, Colombo 10.

DUTIES AND RESPONSIBILITIES:

1. Handing over the documents/files to the Ministry of Health and other relevant organizations and departments based on the requests of staff and Senior Management.
2. Maintain office premises clean & tidy.
3. Maintain a stationary register.
4. Receive mail and dispatch office mail and fax transmittals.
5. Maintain the register of incoming and outgoing mail.
6. Scan and photocopy documents for program purposes.
7. Answering telephones and responsible for proper communication.
8. Filing documents in the relevant files.
9. Posting letters and paying bills on time.
10. Welcome visitors and arranging refreshments/ Tea/Coffee based on the request of the staff.
11. Responsible for opening the office in the morning and closing it after office hours.
12. Perform any other duties that may be assigned by the staff and Senior Management.

REQUIRED QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

1. Should have passed the General Certificate of Education (Ordinary Level) examination in six (06) subjects at one sitting with credit passes in Sinhala / Tamil / English Language, Mathematics and two other subjects and a pass in all subjects at the General Certificate of Education (Advance Level) Examination (other than the common general paper) at one sitting (a pass in 3 subjects under the old syllabus at one sitting would be sufficient).
2. Prior working experience in a similar capacity at least for more than 01 year.
3. Capability to work independently and exercise discretion in dealing with confidential or sensitive matters in pre-requisite.
4. A high degree of personal discipline, honesty and integrity are must.
5. Ability to work under pressure.
6. Pleasing personality and PR skills are preferred.



GENERAL CONDITIONS

1. The duty station will be Colombo but may need to travel to project implementation sites all over the country.
2. Age should be below 64 years as at 31.12. 2026.
3. Recruitment will be on contract basis.
4. The contract will be until up to end of 2027 of which the first three months will be on probation.
5. Salary will be based as per Public Administration Circular No 02/2026; Service Code: PL1-Grade III (As at 28.03.2026: (Rs. 38488.00*1.5+17,800 = 75,532.00)
6. The contribution of the employer for EPF is 12% and ETF is 3% of the salary. The EPF contribution of the employee is 8% of the salary.
7. Selected applicant should be able to take up the assignment within reasonable time period preferably within one month.
8. Candidates who are already in the public service should send their applications through the relevant Head of the Department / CEO of the Agency who should indicate that the candidate could be released in the event of being selected to the post.
9. Only short-listed candidates will be called for an interview.

NATIONAL STD/AIDS CONTROL PROGRAMME (NSACP)

Ministry of Health & Mass Media

**Post of Assistant to the Lab/ Testing Assistant, for mobile container clinics
This post is contracted through Non- Government Organization (NGO/Community
Based Organizations (CBO).**

This Assistant to the Lab position for the mobile container clinics is a contracted post (Not a permanent appointment by the Ministry of Health). This employee will be contracted for the period of one year. Renewal and extension will be based on individual performance, the individual's attitude, work commitment and other requirements as per the program. The contract will be the National STD/AIDS Control Program, Ministry of Health & Mass Media, Sri Lanka.

Appointments will be by a competitive formal selection process based on the required qualifications.

Duty hours: Monday – Friday 8.30 am to 4.15 p.m. are routine working hours. However, working hours are adjusted and flexible based on the needs of the Mobile Container clinic operation and community-based programs arrangements.

In any special need, on the request of the supervisor, Saturdays, Sundays and holidays can be included when lieu- leave will be granted.

DUTIES AND RESPONSIBILITIES:

Generally, this particular position has to work within a Mobile truck clinic unit. The employee has to coordinate with a team comprising of the mobile unit outreach coordinator and the work team consists of program consultant, medical officers, outreach team from FPA and NSACP. The immediate supervision will be by the National Consultant/ Key Population Unit/NSACP.

The responsibilities are as follows.

1. Assist and organize patient examination, sample collection and testing.
2. Perform testing of Human Immunodeficiency (HIV), Syphilis, Hepatitis B (HBV) and Hepatitis C (HCV) viruses.
3. Collect biological samples for required investigations such as VDRL, TPPA, HIV ELISA, HIV confirmation, HBV profile, HCV RCR, Gonorrhoea, Chlamydia, and other procedures when required.

4. Perform and operate Point of Care equipment for liver profile, lipid profile, renal profile, Hepatitis B, C profiles, and blood sugar testing.
5. Label, check, document, and dispatch biological samples to the laboratory each operation day.
6. Assist performing US scanning.
7. Manage estimation, inventory, commodity management records for each health commodity.
8. Distribute HIV self-test according to the request.
9. Clean and sterilize equipment.
10. Maintain lab premises, work area and equipment clean and tidy.
11. Maintain commodity, administrative and stationary register.
12. Receive stocks from the Lab and provide stock balance
13. Maintain stock balance data
14. Provide testing, investigation and stock balance data in paper and Prevention Information Management System
15. Submit Quarterly data to the Strategic Information Management Unit.
16. Provide administrative assistance.
17. To understand the overall district specific community based, communities supported HIV/STI/ Hepatitis prevention services for Key Population (KP) in Colomb and Gampaha districts.
18. To understand and study all relevant systems and documents related to this KP interventions.
19. To prepare a weekly action plan and be able to prepare facilities, test and other health commodities and documents in order to facilitate the mobile truck vehicle clinic each day. Submit the action plan to relevant partners and obtain necessary timely approvals.
20. Prepare progressive weekly action plan and make the program progressively active.
21. Coordinate with outreach team of the KP program components and arrange travels to cover high impact areas to improve service coverage.
22. Coordinate with KP program components to assist to reach people based on the risk profiling and microplanning information.
23. To be able to manage the service targets progressively.
24. To maintain all documents (programmatic, administrative) up to date and follow the instructions given thoroughly to facilitate programmatic performance.
25. Maintain data sheet in the mobile container clinics computer which can generate data as and when needed; Real Time Prevention Information Management System (PIMS).
26. Coordinate and arrange outreach activities, programs, monthly review meetings as per each member's action plan and any special activities.
27. Ensure all activities are carried out as per the technical guidelines, process manual, Standard Operating Procedures, and instructions given by the supervisors.

28. Handle official communications under your capacity by informing the supervisor; mails, emails, fax ext.
29. Ensure safe storage of program documentation within the mobile truck vehicle and maintain confidentiality.
30. Ensure the inventory properly maintained. Take all vehicle inventory daily before starting the vehicle and completion of each day.
31. Maintain all administrative, technical and process documents in order.
32. Plan and ensure clinical and other waste disposal
33. Keep the mobile container units clean and tidy
34. Operate water system of the laboratory mobile unit
35. Arrange each day operations in the start and keep all items back at the end of each clinic session.
36. To be responsible for vehicle inventory; take over each day before session start and hand over and balance at the end of each session.
37. Perform other duties that may be assigned.

REQUIRED EDUCATION QUALIFICATIONS, EXPERIENCE, SKILLS & COMPETENCIES:

1. Should have passed the General Certificate of Education (Ordinary Level) examination in six (06) subjects at one sitting with credit passes in Sinhala/Tamil/English Language, Mathematics and two other subjects.
2. Should complete the General Certificate of Education (Advance Level) Examination and provide evidence of completing GCE (A/L).
3. Should have completed Certificate or diploma in laboratory technology
4. Certificate course in phlebotomy is an additional advantage
5. Prior working experience in a similar capacity at least for more than 01 year
6. Capability to work independently and exercise discretion in dealing with confidential or sensitive matters in pre-requisite.
7. Demonstrated communication skills (written and oral) with fluency in Sinhala and/or Tamil language and proficiency in English is required.
8. A high degree of personal discipline, honesty and integrity are must.
9. Ability to work under pressure
10. Outstanding team player with the ability to adapt to organization's environment and has an interest to grow with the organization.
11. Strong computer skills using Word, Excel, statistical software, spreadsheet, word processing, presentation, internet and email software is compulsory.
12. Demonstrated communication skills (manageable proficiency in English -written and oral) and fluency in Sinhala and/or Tamil language is required.

13. Be results oriented and able to meet strict timelines for outputs.
14. Primary role is traveling within the western province therefore, be able and willing to travel.
15. Be a self-motivated, versatile and adaptable to different cultures and people.
16. A high degree of personal discipline, honesty and integrity are must.
17. Capability to work independently and to work under pressure.
18. Maintaining confidentiality of information and exercise discretion in dealing with confidential or sensitive matters is pre-requisite.
19. Outstanding team player with the ability to adapt to organization's environment and has an interest to grow with the organization.

GENERAL CONDITIONS:

1. May need to travel to program implementation sites all over the Western province.
2. Selection is performance-based age should be below 45 years.
3. Recruitment will be on contract basis.
4. The contract will be maximum for one year, continuation beyond one year is based on routine performance.
5. Salary will be based as per Public Administration Circular No.02/2026; Service Code : PLI Grade III (As at 28.03.2026: (Rs.38,488.00*1.5+17,800=75,532.00)
6. The contribution of the employer for EPF is 12% and ETF is 3% of the salary. The EPF contribution of the employee is 8% of the salary.
7. Selected applicant should be able to take up the assignment at the earliest as per the instructions by the contracting NGO/CBO.
8. Only short-listed candidates will be called for an interview.

NATIONAL STD/AIDS CONTROL PROGRAM
Ministry of Health

Post of Outreach Coordinator/worker for mobile container clinics
This post is contracted through Non- Government Organization (NGO/Community Based Organizations (CBO)).

This outreach Coordinator/Worker position for the mobile container clinics is a contracted post (Not a permanent appointment by the ministry of health). This employee will be contracted for the period of one year. Renewal and extension will be based on individual performance, individual's attitude, work commitment and other requirements as per the program. The contract will be through the Family Planning Association. Sri Lanka, in collaboration with the National STD/AIDS Control Program, Ministry of Health, Sri Lanka.

Appointment will be by competitive formal selection process based on the required qualifications.

Duty hours: Monday – Friday 8.30am to 4.15 p.m. are routine working hours. However, working hours are adjusted and flexible based on the need of the Mobile Container clinic operation and community-based programs arrangements.

In any special need, on the request of the supervisor Saturdays and holidays can be included when lieu- leave will be granted.

DUTIES AND RESPONSIBILITIES:

Generally, this particular position has to work within a Mobile truck clinic unit. The employee has to coordinate with a team comprising of physical outreach worker (POW), a virtual outreach worker (VOW), and laboratory/testing assistant. The immediate supervision will be by the National Consultant/ Key Population Unit. The main role of this post is support in providing community based sexual health services through traveling in the Mobile Truck clinic. The team travel in the mobile unit will be doctor, laboratory/ testing assistant. The community-based outreach team will provide support in service location and service communities on the specified days. Therefore, team spirit and working in a non-formal office environment is a main feature of this post.

The responsibilities are as follows.

1. To understand the overall district specific community based, communities supported HIV/STI/ Hepatitis prevention services for Key Population (KP) in Colombo and Gampaha districts.
2. To understand and study all relevant systems and documents related to this KP interventions.
3. To prepare a weekly action plan and be able to prepare facilities, test and other health commodities and documents in order to facilitate the mobile truck vehicle



- clinic each day. Submit the action plan to relevant partners and obtain necessary timely approvals.
4. Prepare progressive weekly action plan and make the program progressively active.
 5. Coordinate with outreach team of the KP program components and arrange travels to cover high impact areas to improve service coverage.
 6. Coordinate with KP program components to assist to reach people based on the risk profiling and microplanning information.
 7. To be able to manage the service targets progressively.
 8. To maintain all documents (programmatic, administrative) up to date and follow the instructions given thoroughly to facilitate programmatic performance.
 9. Maintain data sheet in the mobile container clinics computer which can generate data as and when needed; Real Time Prevention Information Management System (PIMS).
 10. Coordinate and arrange outreach activities, programs, monthly review meetings as per each member's action plan and any special activities.
 11. Ensure all activities are carried out as per the technical guidelines, process manual, Standard Operating Procedures, and instructions given by the supervisors.
 12. Handle official communications under your capacity by informing the supervisor; mails, emails, fax ext.
 13. Ensure safe storage of program documentation within the mobile truck vehicle and maintain confidentiality.
 14. Collect client registration forms, daily record forms and complete entering PIMS after completing the day
 15. Ensure the inventory properly maintained. Take all vehicle inventory daily before starting the vehicle and completion of each day.
 16. Maintain all administrative, technical and process documents in order.
 17. Plan and ensure clinical and other waste disposal
 18. Keep the mobile container units clean and tidy
 19. Operate water system of the mobile unit
 20. Arrange each day operations in the start and keep all items back at the end of each clinic session.
 21. To be responsible for vehicle inventory; take over each day before session start and hand over and balance at the end of each session.
 22. Perform other duties that may be assigned.

REQUIRED EDUCATION QUALIFICATIONS, EXPERIENCE, SKILLS & COMPETENCIES:

1. Should have passed the General Certificate of Education (Ordinary Level) examination in six (06) subjects at one sitting with credit passes in Sinhala/Tamil/English Language, Mathematics, and two other subjects.
2. Should complete the General Certificate of Education (Advance Level) Examination and provide evidence of completing GCE (A/L).
3. Strong computer skills using Word, Excel, statistical software, spreadsheet, word processing, presentation, internet and email software is compulsory.
4. Demonstrated communication skills (manageable proficiency in English -written and oral) and fluency in Sinhala and/or Tamil language is required.
5. Be results oriented and able to meet strict timelines for outputs.



6. Primary role is traveling within the Western Province, therefore, be able and willing to travel throughout the province.
7. Be a self-motivated, versatile and adaptable to different cultures and people.
8. A high degree of personal discipline, honesty and integrity are must.
9. Capability to work independently and to work under pressure.
10. Maintaining confidentiality of information and exercise discretion in dealing with confidential or sensitive matters is pre-requisite.
11. Outstanding team player with the ability to adapt to organization's environment and has an interest to grow with the organization.
12. The individual must be a Key Population community member/ an experience person closely associating with Key Population Community groups.
13. This post should not be an NGO member/ executive director/ retired government or private employee.

GENERAL CONDITIONS:

1. May need to travel to program implementation sites all over the district.
2. Selection is performance-based age should be below 45 years.
3. Recruitment will be on a contract basis.
4. The contract will be maximum for one year, continuation beyond one year is based on routine performance.
5. Outreach Worker Salary: Initial salary of Rs. 40,000.00 + Communication allowance of Rs.1000.00.
6. The contribution of the employer for EPF is 12% and ETF is 3% of the salary. The EPF contribution of the employee is 8% of the salary.
7. Selected applicant should be able to take up the assignment at the earliest as per the instructions.
8. Only short-listed candidates will be called for an interview.