



# VACANCY

## Health System Enhancement Additional Financing Project (ADB Funded) Ministry of Health & Mass Media

Asian Development Bank Funded Health System Enhancement Additional Financing Project – under the Ministry of Health & Mass Media, invites applications for the Post of Finance Officer on a full-time contract basis in the **Project Management Unit (PMU) based in Colombo 08**. Please note that the initial contract is for one year and is renewed based on performance/ and requirements. The total Project value is USD 123 Mn.

Position	Qualification	Salary Scale
Finance Officer	<p><b>01) A Bachelor's Degree in the Finance field/ A qualification recognized by the UGC as an equivalent qualification to a degree in the relevant field.</b></p> <p>Or</p> <p>A certificate of proficiency not below than the National Vocational Qualification Level 7 issued by a Technical/Vocational Training Institute accepted by Tertiary and Vocational Education Commission, relevant to the finance field.</p> <p>and</p> <p>At least 02 years of experience in the required area of specialization.</p> <p><b>02) Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6 issued by a Technical &amp; Vocational Training Institute accepted by the Tertiary and Vocational Education Commission,</b></p> <p>With</p> <p>At least 05 years of experience in the required area of specialization.</p> <p><b>03) Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6 issued by a Technical &amp; Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.</b></p> <p>With</p> <p>At least 09 years of experience in the required area of specialization.</p> <p><b>04) Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5 issued by a Technical</b></p>	Category F in accordance with the Management Circular No. 02/2026 dated 28.03.2026.

	<p style="text-align: center;"><b>&amp; Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.</b></p> <p style="text-align: center;">With At least 08 years of experience in the Finance field.</p>	
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***Age Limit***

Under 54 years by 06.07.2026

**Further details and the application form can be downloaded from <https://www.hsep.lk/>**

Duly completed application (compulsory), together with detailed curriculum vitae supported by copies of educational and professional qualifications/experience and names of two non-related referees along with their contact details (telephone/fax/email) should be sent to reach the following address (email/post/by hand) on or before **06.07.2026** in a sealed envelope stating the specific position on the top left of the envelope. Please refer to the website for TOR. Applications sent after the closing date will be rejected. Only shortlisted candidates will be called for the Interview.

**Address -      Project Director  
                     Health System Enhancement Project  
                     3/19, Kynsey Road, Colombo 08**

**Email        -      [careers.hsep@gmail.com](mailto:careers.hsep@gmail.com) (for E - Submissions)  
Telephone -      +94 11 2 697 173/ +94 11 2 056 535  
Fax            -      +94 11 2 697 163**

## **Terms Of Reference - Finance Officer**

1. Assists in the preparation of the cash forecast
2. Assists in detailed variance analysis
3. Assists in compliance with Government regulations
4. Assists in the preparation of final financial accounts
5. Supports the Finance Manager with all financial monitoring systems
6. Assists in budget monitoring and preparation of the monthly expenditure and allocation report.
7. Assist the Procurement Specialist where it is necessary
8. Ensures accuracy of all financial documents and data entry
9. Monitor advance payment settlements
10. Ensures the timely disbursement of funds for project implementation
11. Responsible for vigilant checking of all payment vouchers, Journals, bank reconciliations, fixed asset register and supporting documentation
12. Assists in providing financial information required by all stakeholders
13. Assists in providing necessary schedules and documents for reprogramming activities.
14. Any other tasks related to finance designated by the Project Director which may arise out of the course of business.